

Chapter 4

Change in Pay/Positions

Learning Objectives

- ⇒ Define terms, concepts, and procedures.
- ⇒ Set up Compensation Differential.
- ⇒ Process a promotion.
- ⇒ Process a demotion.
- ⇒ Process a transfer within the agency.
- ⇒ Process a transfer from extra-help to full-time.
- ⇒ Display COLA adjustment.
- ⇒ Change a personnel area.
- ⇒ Change a personnel subarea.

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Chapter Overview

Throughout the lifecycle of an employee at the State of Arkansas, many situations require adjustments and modifications to employee pay through promotions, demotions, and cost of living adjustments. Employees have opportunities to change jobs within state government through promotions and transfers. This chapter describes adjustments to rate of pay and the position.

Change in Pay/Position Attributes

The *Change in Pay/Posn Attributes* action allows for modification of an employee's *personnel area*, *personnel subarea*, *employee group*, and *employee subgroup* records and changing of full-time/part-time status. These changes must be made to the position by OPM Class and Comp before performing this Action.

Personnel Actions			
Action Type	Personn...	EE group	EE subgr...
Hire			
Hire Board or Commission Membr			
Rehire			
Rehire Board/Comm Mbr			
Re-employment of Retiree			
Change in Pay/Posn Attributes			
Transfer			

Basic Pay (Infotype 0008)

Certain fields default from the employee's position and they cannot be changed. Below is a picture of the *Salary* section from the *Basic Pay* screen.

- *PS type* (Pay Scale Type) identifies the position as classified or unclassified.
- *PS area* (Pay Scale Area) identifies State of Arkansas as the payer for the position.
- *PS group* (Pay Scale Group) identifies the grade of the position.
- *Level* (Pay Scale Level) reflects the minimum and maximum hourly rate of pay for the grade level of the position.

Copy Basic Pay			
Salary amount		Payments and deductions	
Personnel No	2607	Name	Molly D...
EE group	1 Regular State Empl.	Personnel ar	PT13 Daisy State Park
EE subgroup	UE Employee	SSN	
Start	06/28/2009 to	12/31/9999	
Subtype	0 Basic contract		
Salary			
Reason	32 Pay Plan Impl	Capacity util. level	100.00
PS type	01 Classified	Work hours/period	80.00 Bi-weekly
PS Area	03 Career Service		
PS group	C114 Level 01	Annual salary	27,858.06 USD

Compensation Differentials

Compensation Differentials are paid to employees who are authorized for additional pay under the provisions of the Classification and Compensation Act. Effective June 28, 2009, five new Compensation Differentials were added to *Basic Pay (IT0008)*.

Compensation differentials and maximum percentages for each are as follows:

- 1004 Geographic Differential (up to 6% maximum) is for positions who have documented labor market conditions and the agency/institutions' inability to fill vacant positions.
- 1016 Certification Differential (up to 6%) is for job-related professional certifications for individual positions or for specific classifications within an agency or institution and approved by OPM.
- 1017 Educational Differential (up to 6%) is for employees who achieve a degree that has previously been approved by OPM.
- 1018 Hazardous Duty (6% maximum) is for approved agencies for specific positions who are required to perform hazardous or dangerous duties and up to 12% for specific positions at a Maximum Security unit.
- 1026 Second Language (up to 10%) is for an employee who has demonstrated the ability and skill to communicate in a language other than English, including American Sign Language, and whose job requires this skill.

Once the differential is processed, the additional compensation is added to the employee's pay check each pay period. The cumulative total of all compensation differentials paid cannot exceed 25% of the employee's base salary.

Setting Up Differential Records

Submit Request to OPM


Before employees can receive compensation from any differentials, agencies must submit their requests to OPM for review and approval. After approval, OPM will update the maintenance table. The following is an example of the differential table.

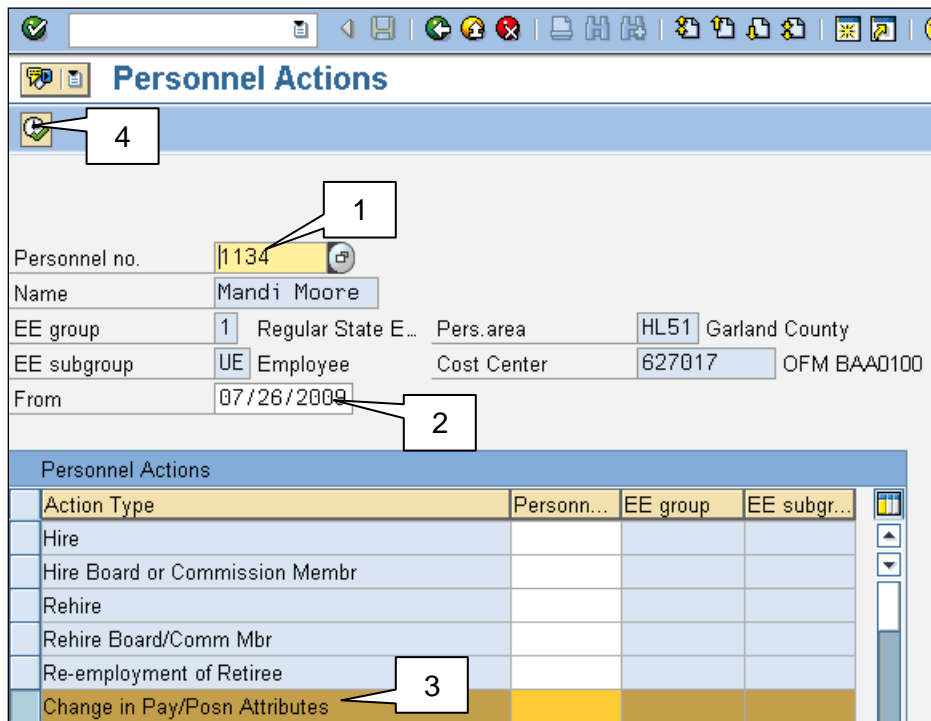
Differential Eligibility Maintenance Table								
BusA	PA	Object abbr.	Position	Wage	Start Date	End Date	Pct.	
0960	SP01	XD90C	22089827	1004	06/28/2009	12/31/9999	10.00	
0960	SP01	XD90C	22089827	1016	06/28/2009	12/31/9999	5.00	
0960	SP01	XD90C	22089827	1017	06/28/2009	12/31/9999	5.00	
0960	SP01	XD90C	22089827	1026	06/28/2009	12/31/9999	5.00	

After being notified by OPM that the table has been updated, the agency enters the differential using transaction PA40 – (Z4) *Change in Pay/Posn Attributes* action. Employees will be paid the differential pay as long as the Basic Pay record includes a compensation differential during the record's effective date.

Personnel Actions

Action Steps:

1. Enter *Personnel no.*
2. Enter the *From* date.
3. Select *Change in Pay/Posn Attributes*.
4. <Execute> 



The screenshot shows the 'Personnel Actions' window. Callout 1 points to the 'Personnel no.' field containing '1134'. Callout 2 points to the 'From' date field containing '07/26/2009'. Callout 3 points to the 'Change in Pay/Posn Attributes' option in the 'Action Type' list. Callout 4 points to the 'Execute' button (a green circle with a white checkmark) in the top left corner of the window.

Personnel Actions

Personnel no. 1134

Name Mandi Moore

EE group 1 Regular State E... Pers.area HL51 Garland County

EE subgroup UE Employee Cost Center 627017 OFM BAA0100





From 07/26/2009

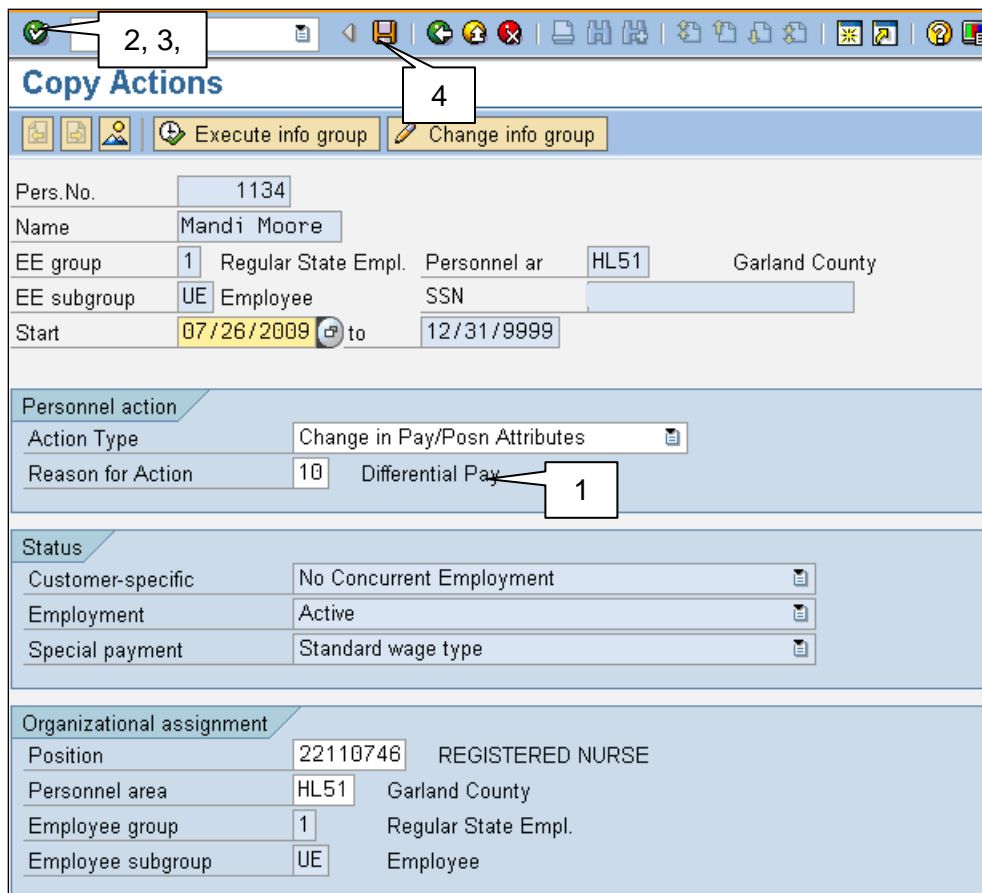
Action Type	Personn...	EE group	EE subgr...
Hire			
Hire Board or Commission Membr			
Rehire			
Rehire Board/Comm Mbr			
Re-employment of Retiree			
Change in Pay/Posn Attributes			

Actions (Infotype 0000)

The reason code selected for the *Action (IT0000)* must correspond with the reason code selected for the *Basic Pay (IT0008)*.

Action Steps:

1. For *Reason for Action*, select *10 Differential Pay*.
2. <Enter> . The system displays this message
 Record valid from 06/28/2009 to 12/31/9999 delimited at end indicating the previous record's end date is changed.
3. <Enter>  to validate the information.
4. <Save>  to save the information.



Copy Actions

Execute info group | Change info group

Pers.No. 1134
 Name Mandi Moore
 EE group 1 Regular State Empl. Personnel ar HL51 Garland County
 EE subgroup UE Employee SSN
 Start 07/26/2009 to 12/31/9999


Personnel action
 Action Type Change in Pay/Posn Attributes
 Reason for Action 10 Differential Pay


Status
 Customer-specific No Concurrent Employment
 Employment Active
 Special payment Standard wage type



Organizational assignment
 Position 22110746 REGISTERED NURSE
 Personnel area HL51 Garland County
 Employee group 1 Regular State Empl.
 Employee subgroup UE Employee

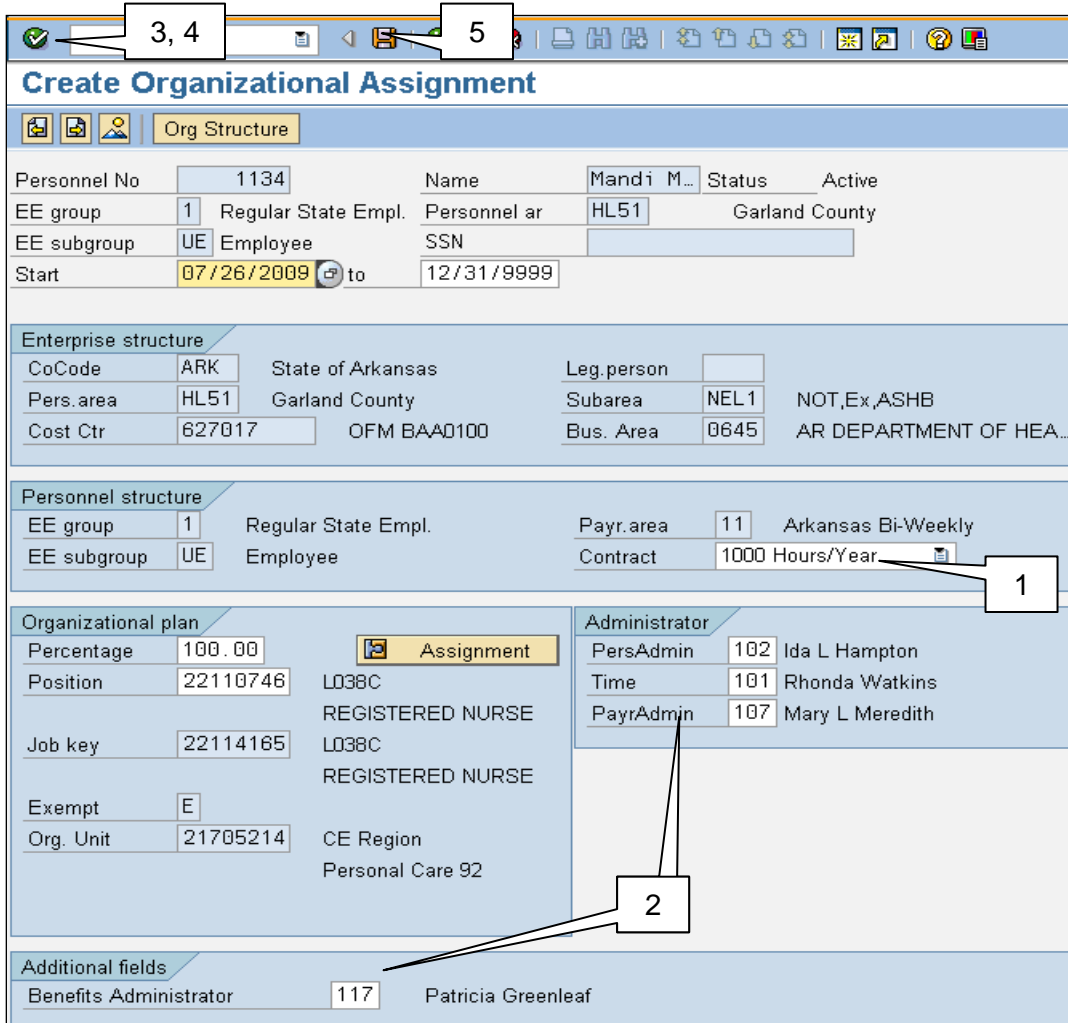
Organizational Assignment (Infotype 0001)

Action Steps:

1. Enter the *Work Contract* field.
2. Select *PersAdmin.*, *Time*, *PayrAdmin.*, and *Benefits administrators*.
3. <Enter> . The system displays this message

 Record valid from 06/28/2009 to 12/31/9999 delimited at end indicating the previous record's end date is changed.

4. <Enter>  to validate the information.
5. <Save>  to save the information.



The screenshot shows the SAP 'Create Organizational Assignment' form. Callouts indicate the following steps:

- Callout 1:** Points to the 'Contract' field in the 'Personnel structure' section, which is set to '1000 Hours/Year'.
- Callout 2:** Points to the 'Assignment' button in the 'Organizational plan' section.
- Callout 3, 4:** Points to the top toolbar area, specifically the checkmark icon used for validation.
- Callout 5:** Points to the top toolbar area, specifically the save icon used to save the information.

Form Data:



Create Organizational Assignment			
Org Structure			
Personnel No	1134	Name	Mandi M...
EE group	1 Regular State Empl.	Personnel ar	HL51 Garland County
EE subgroup	UE Employee	SSN	
Start	07/26/2009 to	12/31/9999	
Enterprise structure			
CoCode	ARK State of Arkansas	Leg.person	
Pers.area	HL51 Garland County	Subarea	NEL1 NOT,Ex,ASHB
Cost Ctr	627017 OFM BAA0100	Bus. Area	0645 AR DEPARTMENT OF HEA...
Personnel structure			
EE group	1 Regular State Empl.	Payr.area	11 Arkansas Bi-Weekly
EE subgroup	UE Employee	Contract	1000 Hours/Year
Organizational plan		Administrator	
Percentage	100.00	PersAdmin	102 Ida L Hampton
Position	22110746 L038C REGISTERED NURSE	Time	101 Rhonda Watkins
Job key	22114185 L038C REGISTERED NURSE	PayrAdmin	107 Mary L Meredith
Exempt	E		
Org. Unit	21705214 CE Region Personal Care 92		
Additional fields			
Benefits Administrator	117 Patricia Greenleaf		

Planned Work time (Infotype 0007)

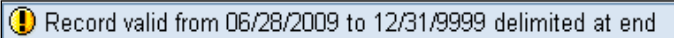
This infotype maintains information relating to the employee's planned working time and recording status. This infotype is used to calculate overtime.

Action Steps:


1. Verify the information.

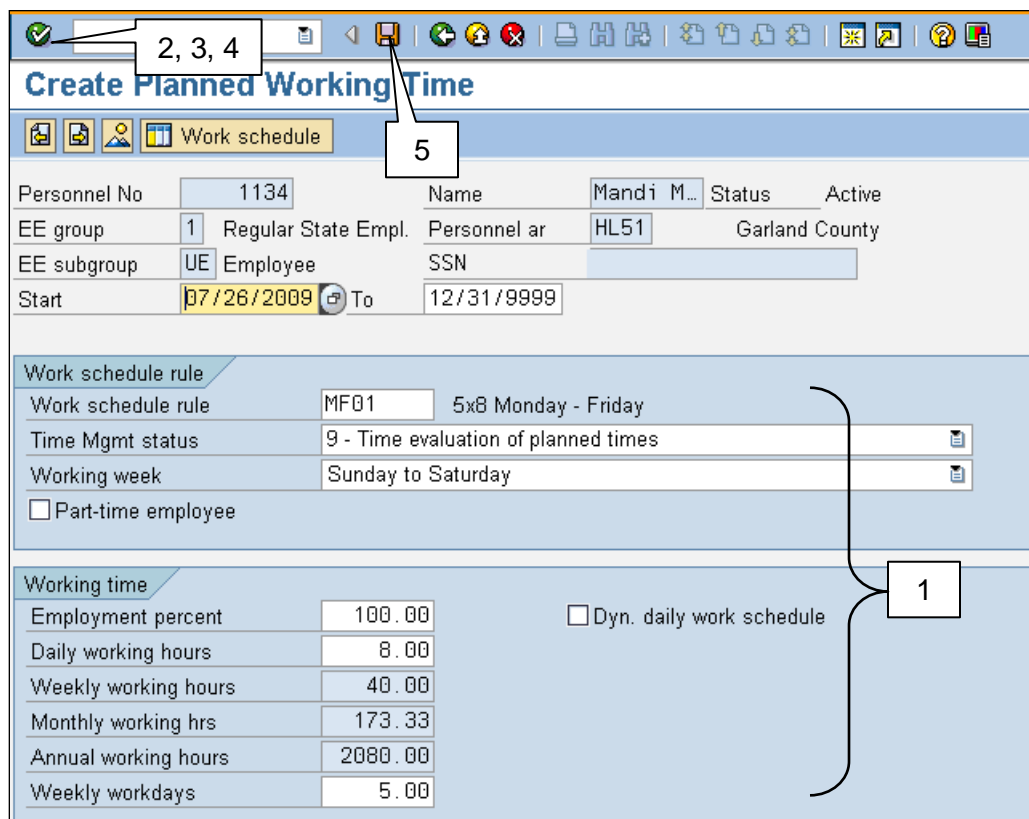
2. <Enter> . A message appears. 

3. <Enter> . The system displays this message

 indicating the previous record's end date is changed.

4. <Enter>  to validate the information.

5. <Save>  to save the information.



Create Planned Working Time

Work schedule

Personnel No 1134 Name Mandi M. Status Active

EE group 1 Regular State Empl. Personnel ar HL51 Garland County

EE subgroup UE Employee SSN

Start 07/26/2009 To 12/31/9999

Work schedule rule

Work schedule rule MF01 5x8 Monday - Friday

Time Mgmt status 9 - Time evaluation of planned times

Working week Sunday to Saturday

☐ Part-time employee

Working time

Employment percent 100.00 ☐ Dyn. daily work schedule

Daily working hours 8.00

Weekly working hours 40.00


Monthly working hrs 173.33

Annual working hours 2080.00

Weekly workdays 5.00

Basic Pay (Infotype 0008)

Action Steps:

1. For *Reason*, select *01 Within Range*.
2. Under the *Wage Type* column, select one of the five differential wage types from the drop down list. <Green check mark> .

Copy Basic Pay

Salary amount Payments and deductions

Personnel No 1134 Name Mandi M... Status Active
 EE group 1 Regular State Empl. Personnel ar HL51 Garland County
 EE subgroup UE Employee SSN
 Start 07/26/2009 to 12/31/9999

Subtype 0 Basic contract

Salary

Reason 01 1 Capacity util. level 100.00
 PS type 01 Classified Work hours/period 80.00 Bi-weekly
 PS Area 03 Career Service
 PS group C120 Level 01 Annual salary 37,332.05 USD

Wa...	Wage Type Long Text	O..	Amount	Curr...	I...	A..	Number/Unit	Unit
1000	Hourly rate		17.9481	USDN		<input checked="" type="checkbox"/>		
1017	Wage Types for Infotype "Basic Pay" (1) 9 Entries...			SDN		<input type="checkbox"/>		
	Restrictions			SDN		<input type="checkbox"/>		
				SDN		<input type="checkbox"/>		
				SDN		<input type="checkbox"/>		
				SDN		<input type="checkbox"/>		
				SDN		<input type="checkbox"/>		
				SDN		<input type="checkbox"/>		


IV 08/3

USDN Payroll Simulation

WT	Wage Type Long Text	Start Date	End Date
1000	Hourly rate	01/01/1900	12/31/9999
1004	Geographic Differential	06/28/2009	12/31/9999
1013	Extra Help Hourly Rate	01/01/1900	12/31/9999
1014	Supplemental POS Hrlly RTE	01/01/1900	12/31/9999
1016	CertificationDifferential	06/28/2009	12/31/9999
1017	Education Differential	06/28/2009	12/31/9999
1018	Hazardous Duty	06/28/2009	12/31/9999
1026	2nd Language Differential	06/28/2009	12/31/9999
1400	Hourly -tips	01/01/1900	12/31/9999

9 Entries found

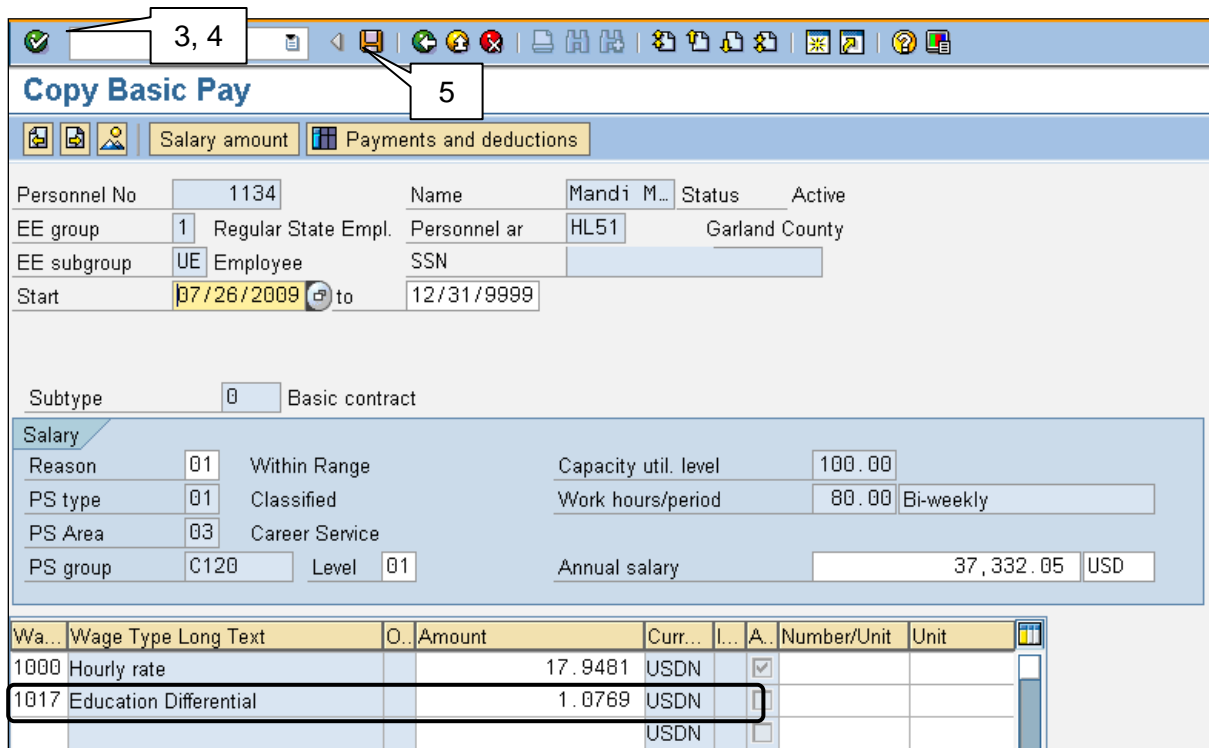
3. <Enter> . The system displays this message

 Record valid from 06/28/2009 to 12/31/9999 delimited at end indicating the previous record's end date is changed.

4. <Enter>  to validate the information.

If a matching record is discovered in the table, the wage type text will appear. The differential hourly rate will be calculated based upon the percentage of the employee's base hourly rate and populated on the differential pay line of their basic pay record. The eligible percentage rate used for calculation is read from the differential table. (Calc: Employee's current base rate times percentage entry for the wage type in the differential table) Once the entry is accepted the user must save the record.

5. <Save>  to save the information.



Wa...	Wage Type Long Text	O.	Amount	Curr...	I...	A.	Number/Unit	Unit
1000	Hourly rate		17.9481	USDN	<input checked="" type="checkbox"/>			
1017	Education Differential		1.0769	USDN	<input checked="" type="checkbox"/>			
				USDN	<input type="checkbox"/>			



Within the *Basic Pay (IT0008)* record, the differential rates are not added to the annual salary field.

No Match Found


If a match is not found on the table, the differential is not authorized, and a message indicating the differential pay is not allowed for this employee displays.

Salary	
Reason	01
PS type	01
PS Area	03
PS group	C118
Level	01
Capacity util. level	100.00
Work hours/period	80.00 Bi-weekly
Annual salary	35,742.72 USD

Wage Type	Long Text	O..	Amount	Curr...	I...	A..	Number/Unit	Unit
1000	Hourly rate		17.1840	USDN		<input checked="" type="checkbox"/>		
1017	Education Differential		0.8592	USDN		<input type="checkbox"/>		
1018	Hazardous Duty			USDN		<input type="checkbox"/>		
				USDN		<input type="checkbox"/>		
				USDN		<input type="checkbox"/>		
				USDN		<input type="checkbox"/>		

IV 07/01/2009 - 12/31/9999 17.1840 USDN Payroll Simulation

1018 Differential pay not allowed

After the end user selects <Enter> or <Green Checks>  through subsequent edits, the wage type is removed, allowing the user to save the record without an incorrect wage type.



Salary	
Reason	01
PS type	01
PS Area	03
PS group	C118
Level	01
Capacity util. level	100.00
Work hours/period	80.00 Bi-weekly
Annual salary	35,742.72 USD

Wage Type	Long Text	O..	Amount	Curr...	I...	A..	Number/Unit	Unit
1000	Hourly rate		17.1840	USDN		<input checked="" type="checkbox"/>		
1017	Education Differential		0.8592	USDN		<input type="checkbox"/>		
				USDN		<input type="checkbox"/>		
				USDN		<input type="checkbox"/>		
				USDN		<input type="checkbox"/>		
				USDN		<input type="checkbox"/>		

IV 07/01/2009 - 12/31/9999 17.1840 USDN Payroll Simulation

Save your entries

Exceeding 25%






Each time a basic pay record is created with more than one differential wage type, an edit check is performed to ensure the 25% combined maximum limit is not exceeded. A message  1026 Differential pay exceeds maximum allowed appears if the wage type being entered results in the employee exceeding the limit. Continued selection of <Enter> or <Green Check>  removes the wage type allowing the

record to be saved without the additional differential wage type that would result in the employee's pay exceeding the 25% maximum limit.

If the action for differential pay is partially processed, the user must remove this action by deleting the related master data records through transaction PA30 in the reverse order in which they were created.

Ending Differential Pay

To end the differential pay record in Basic Pay (IT0008), use the following steps.

1. Execute PA40 (*Personnel Action*).
2. Enter *Personnel Number* and *Start Date*. *Start Date* is the first date of the pay period in which the differential pay will end.
3. Select the action Z4 Change in Pay/Position Attributes and click <Execute> .
4. On the Actions (IT0000) screen, select the reason for action *10 Differential Pay*. Click <Enter>  and <Save> .
5. Be sure to enter and save all infotypes.
6. On the Basic Pay (IT0008), select the reason code *01 Within Range*.
7. Delete the wage type to be ended by placing your cursor in the *Wage Type* field, swiping over the wage type, and pressing the delete key on your keyboard.
8. Click <Enter>  and the wage type text is automatically removed.
9. Click <Save> .


Run Payroll Simulation



When Payroll Simulation and/or live payroll are processed, the differential hourly rate is added to the Basic Pay (IT0008) base rate. The Remuneration Statement reflects one hourly rate to include the calculated differential hourly rate(s). The differential hourly rates(s) do not show as separate payment amounts.

Earnings	Rate	Work Hours	Current	YTD
Regular working time	42.3509	80.00	3,388.07	42,295.63
Career Svc.Recognition			0.00	900.00
ASP Certificate Pay			0.00	1,200.00
Holiday premium			0.00	2,328.87
Vacation pay			0.00	2,315.84
Total Earnings		80.00	3,388.07	49,040.34

Differential Maintenance

The following is general information concerning differential maintenance.

- When the employee's base rate changes, the differential pay re-calculates and the amount changes, upon selecting <Enter> or <Green Check> , based upon the percentage in the differential table.

- If a table entry is deleted after an action is performed on an employee; and the user executes another PA40 action in Basic Pay (IT0008), an error message occurs indicating that no entry exists in the table for the differential wage type currently in the basic pay record. The user must <Enter> or <Green Check>  through the edits to remove the wage type.
- If a table percentage rate is changed and a prior basic pay record for the differential pay exists for the employee, the user must execute a PA40 *Change in Pay/Posn Attributes* action with the effective date of the change. Upon reaching the Basic Pay (IT0008) screen, the user must <Enter> or <Green Check>  through the edits to re-calculate the hourly amount before saving. Additional differential wage types may be entered before saving if an eligible table entry exists for other differential wage types for the employee.
- When a PA40 *Change in Pay/Posn Attributes* action is performed to create additional differential payments, any existing differential wage types are recalculated if a change in percentage on the table has occurred.
- If attempting to change a basic pay record which includes a differential pay wage type using the transaction PA30 (Execute info group), an error occurs if the differential pay wage type is not included on the differential table. Any other attempt to maintain the basic pay record results in an error.
- A batch job runs each night to compare employee's current basic pay record to the differential eligibility table. Based on table entries, if the employee is no longer eligible for the differential, the basic pay record is delimited to remove the related wage type.

Promotions


When processing any promotion, verify with the person who has the role of Agency Org. and Comp. Specialist that the position reflects the appropriate four-digit job code.

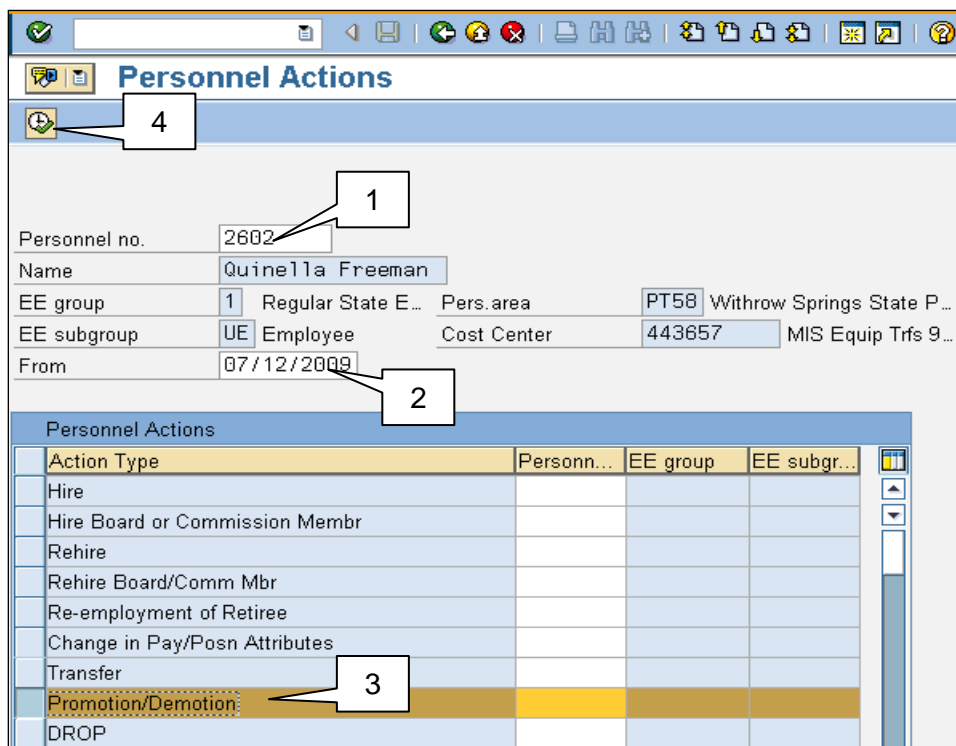
The effective date cannot be earlier than the beginning of the first pay period of the fiscal year. Consult the bi-weekly schedule of pay periods issued by OPM for pay period begin dates. If it is necessary to have an effective date beyond the beginning of the first pay period of the fiscal year, the agency must submit a request with justification for approval by Office of Personnel Management (OPM).

Use transaction code *PA40* to enter a promotion. The employee's hourly rate of pay is automatically adjusted. Do not enter an hourly rate. The employee's annual salary will reflect an increase of 10% or 12%.

Scenario: Quinella Freeman is promoted from a Park Office Manager position at level C112 to a Payroll Technician position at level C115.

Action Steps:

1. Enter *Personnel no.*
2. Enter the *effective date*.
3. Select *Promotion/Demotion*.
4. <Execute> 





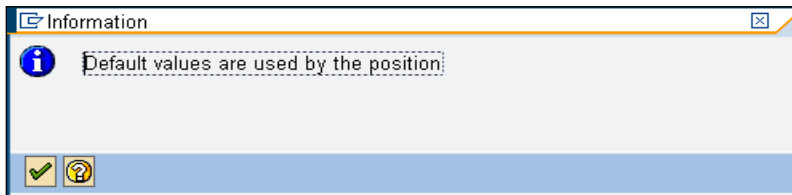
The screenshot shows the 'Personnel Actions' form. The form includes fields for Personnel no. (2602), Name (Quinella Freeman), EE group (1 Regular State E...), EE subgroup (UE Employee), Pers.area (PT58 Withrow Springs State P...), Cost Center (443657 MIS Equip Trfs 9...), and From (07/12/2009). Below these fields is a table titled 'Personnel Actions' with columns for Action Type, Personn..., EE group, and EE subgr... The 'Promotion/Demotion' row is highlighted in yellow. Callout boxes indicate the steps: 1 points to the Personnel no. field, 2 points to the From date field, 3 points to the Promotion/Demotion row, and 4 points to the Execute button icon.





Action Type	Personn...	EE group	EE subgr...
Hire			
Hire Board or Commission Membr			
Rehire			
Rehire Board/Comm Mbr			
Re-employment of Retiree			
Change in Pay/Posn Attributes			
Transfer			
Promotion/Demotion			
DROP			

Actions (Infotype 0000)

Action Steps:

1. Select *Reason for action* code.
2. Enter the new *position* number.
3. <Enter>  - The box reflected below displays, <Green check mark> .



4. <Enter> . The system displays this  Record valid from 06/28/2009 to 12/31/9999 delimited at end indicating the previous record's end date is changed.
5. <Enter>  to validate the information.
6. <Save>  to save the information.

Copy Actions

Execute info group Change info group

Pers.No. 2602

Name Quinella Freeman

EE group 1 Regular State Empl. Personnel ar PT58 Withrow Springs State Park

EE subgroup UE Employee SSN

Start 07/12/2009 to 12/31/9999

Personnel action

Action Type Promotion/Demotion

Reason for Action 01 Promotion - Competitive

Status

Customer-specific No Concurrent Employment

Employment Active

Special payment Standard wage type

Organizational assignment

Position 22092301 PAYROLL TECHNICIAN





Personnel area PT08 Central Office

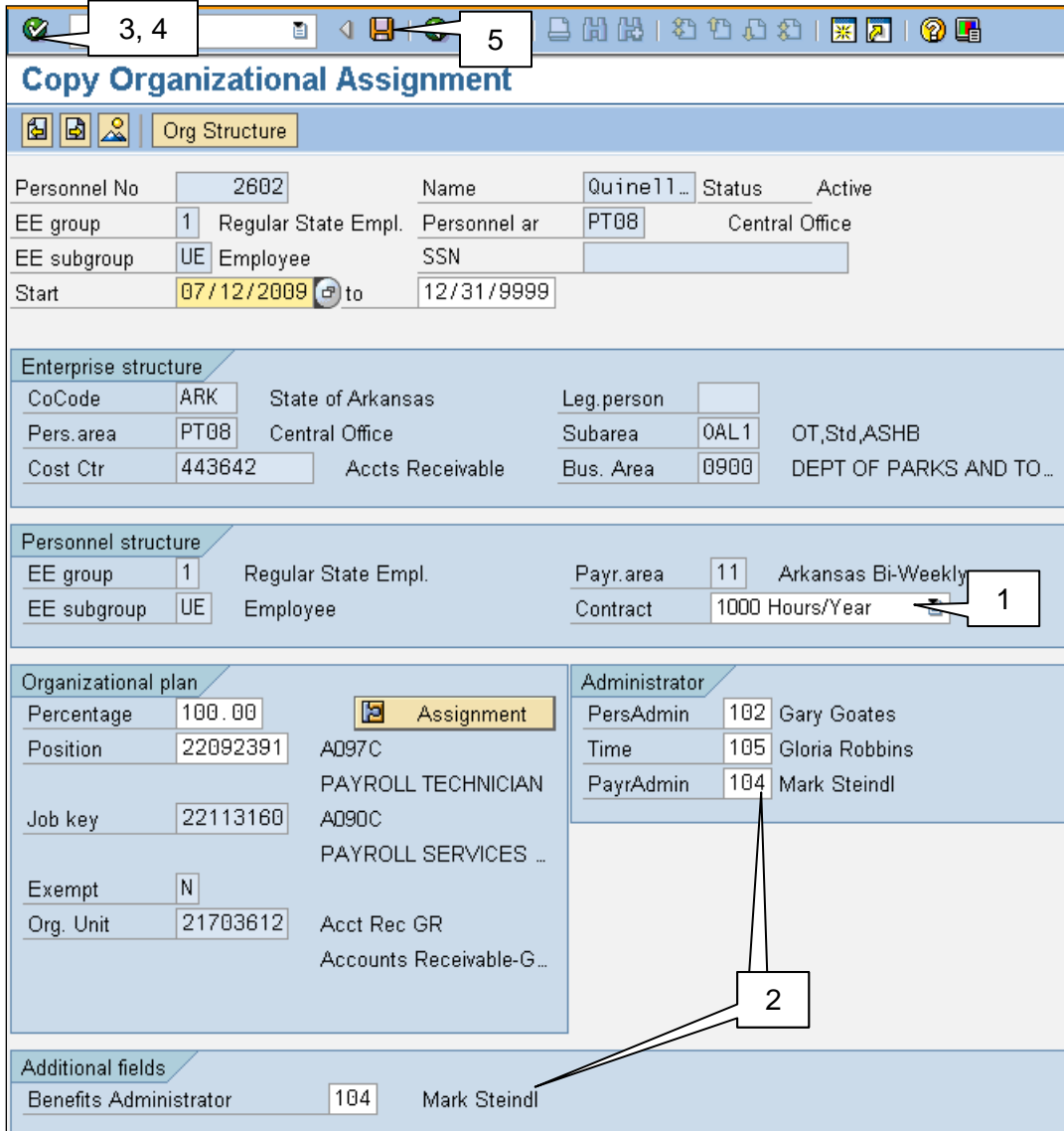
Employee group 1 Regular State Empl.

Employee subgroup UE Employee

Organizational Assignment (Infotype 0001)

Action Steps:

1. Select *Work Contract*.
2. Verify all of the *administrator* fields for any changes.
3. <Enter> . The system displays this message
 Record valid from 06/28/2009 to 12/31/9999 delimited at end indicating the previous record's end date will change.
4. <Enter>  to validate the information.
5. <Save>  to save the information.



The screenshot shows the SAP 'Copy Organizational Assignment' (Infotype 0001) screen. The interface includes a top toolbar with icons for navigation and actions. The main area is divided into several sections: 'Org Structure', 'Enterprise structure', 'Personnel structure', 'Organizational plan', 'Administrator', and 'Additional fields'. Callouts are placed as follows: '3, 4' points to the top toolbar; '5' points to the 'Save' icon; '1' points to the 'Contract' field in the 'Personnel structure' section; '2' points to the 'Benefits Administrator' field in the 'Additional fields' section.

Org Structure			
Personnel No	2602	Name	Quine11...
EE group	1 Regular State Empl.	Personnel ar	PT08 Central Office
EE subgroup	UE Employee	SSN	
Start	07/12/2009 to	12/31/9999	

Enterprise structure			
CoCode	ARK State of Arkansas	Leg. person	
Pers. area	PT08 Central Office	Subarea	0AL1 OT,Std,ASHB
Cost Ctr	443642 Accts Receivable	Bus. Area	0900 DEPT OF PARKS AND TO...

Personnel structure			
EE group	1 Regular State Empl.	Payr. area	11 Arkansas Bi-Weekly
EE subgroup	UE Employee	Contract	1000 Hours/Year

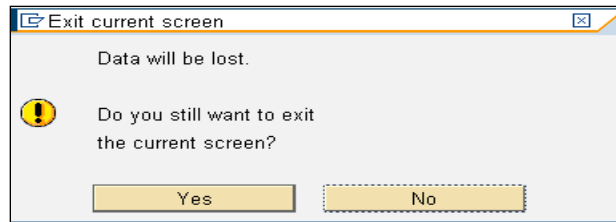
Organizational plan		Administrator	
Percentage	100.00	PersAdmin	102 Gary Goates
Position	22092391 A097C PAYROLL TECHNICIAN	Time	105 Gloria Robbins
Job key	22113160 A090C PAYROLL SERVICES ...	PayrAdmin	104 Mark Steindl
Exempt	N		
Org. Unit	21703612 Acct Rec GR Accounts Receivable-G...		

Additional fields	
Benefits Administrator	104 Mark Steindl





Addresses (Infotype 0006)

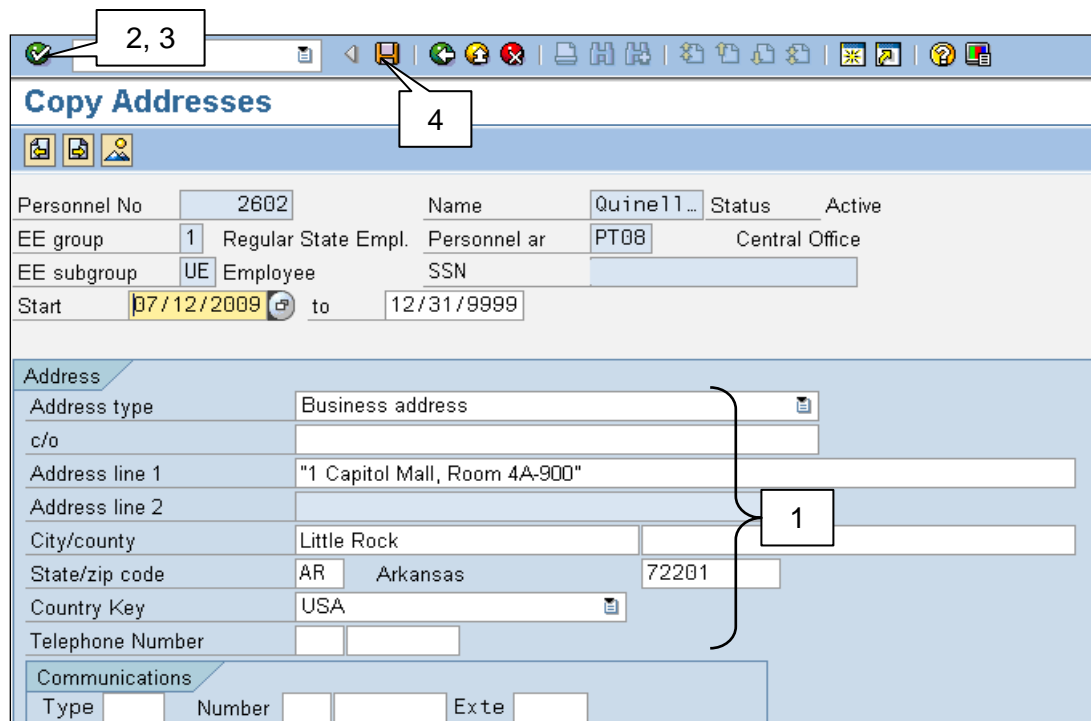
This infotype stores the business and permanent residence addresses that may require verification for accuracy.

If information is not entered, use <Next record>  to proceed to the next infotype.




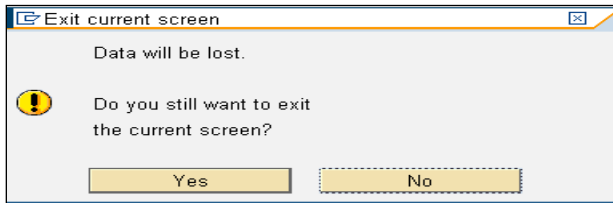
Action Steps for Business address:

1. Verify and correct the business address.
2. <Enter> . The system displays this message
 Record valid from 06/28/2009 to 12/31/9999 delimited at end indicating the previous record's end date is changed.
3. <Enter>  to validate the information.
4. <Save>  to save the information.


 A screenshot of the "Copy Addresses" form in a software application. The form has a toolbar at the top with various icons. A callout box labeled "2, 3" points to the "Enter" icon. A callout box labeled "4" points to the "Save" icon. The form contains fields for Personnel No (2602), Name (Quinell...), Status (Active), EE group (1 Regular State Empl.), Personnel ar (PT08), Central Office, EE subgroup (UE Employee), SSN, Start date (07/12/2009), and End date (12/31/9999). Below this is the "Address" section with fields for Address type (Business address), c/o, Address line 1 ("1 Capitol Mall, Room 4A-900"), Address line 2, City/county (Little Rock), State/zip code (AR Arkansas 72201), Country Key (USA), and Telephone Number. A callout box labeled "1" points to the Address line 1 field. At the bottom is the "Communications" section with fields for Type, Number, and Exte.

A second address screen displays requiring verification of this infotype which stores the permanent residence address of the employee.


If information is not entered, use <Next record>  to proceed to the next infotype.




Action Steps for Permanent Residence:

1. Verify the resident address.

2. <Enter> . The system displays this message

 Record valid from 06/28/2009 to 12/31/9999 delimited at end indicating the previous record's end date is changed.

3. <Enter>  to validate the information.

4. <Save>  to save the information.

 The screenshot shows the "Copy Addresses" screen in a SAP-like interface. Annotations with numbered boxes point to specific elements:

- Box 1: Points to the "City/country" field, which contains "West Little Rock".
- Box 2, 3: Points to the "Address type" dropdown menu, which is set to "Permanent residence".
- Box 4: Points to the "Save" icon (a floppy disk) in the top toolbar.




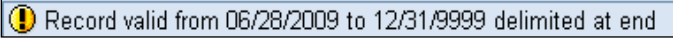


 The form fields include:

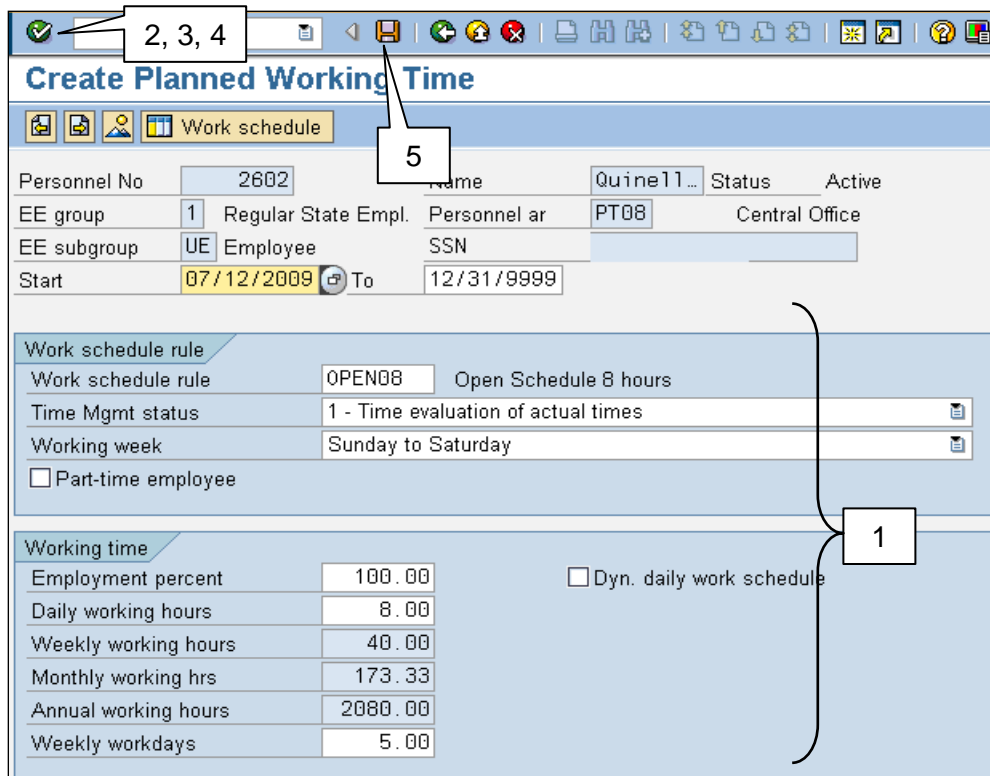
- Personnel No: 2602
- Name: Quine11...
- Status: Active
- EE group: 1 Regular State Empl.
- Personnel ar: PT08
- Central Office
- EE subgroup: UE Employee
- SSN: [blank]
- Start: 07/12/2009 to 12/31/9999
- Address type: Permanent residence
- c/o: [blank]
- Address line 1: 8975 Chenal Hills
- Address line 2: [blank]
- City/country: West Little Rock
- State/zip code: AR Arkansas 72205
- Country Key: USA
- Telephone Number: [blank]
- Communications: Type [blank] Number [blank] Exte [blank]

Planned Work Time (Infotype 0007)

This infotype maintains information relating to the employee's work schedule and working time. This infotype is used to calculate overtime. Defaulted information may be changed if necessary.

Action Steps:

1. Verify the information.
2. <Enter> . A message appears. 
3. <Enter> . The system displays this message
 indicating the previous record's end date is changed.
4. <Enter>  to validate the information.
5. <Save>  to save the information.



Create Planned Working Time

Work schedule

Personnel No 2602 Name Quine11... Status Active

EE group 1 Regular State Empl. Personnel ar PT08 Central Office

EE subgroup UE Employee SSN

Start 07/12/2009 To 12/31/9999

Work schedule rule

Work schedule rule OPEN08 Open Schedule 8 hours

Time Mgmt status 1 - Time evaluation of actual times

Working week Sunday to Saturday

☐ Part-time employee

Working time

Employment percent 100.00 ☐ Dyn. daily work schedule

Daily working hours 8.00

Weekly working hours 40.00

Monthly working hrs 173.33

Annual working hours 2080.00

Weekly workdays 5.00


Basic Pay (Infotype 0008)


The reason code entered on this infotype combined with the reason code entered on *Actions* (IT0000), determines the appropriate salary range for the employee. The reason code selected for the change to the employee's *Basic Pay* (IT0008) must correspond with the reason code selected in the *Action* (IT0000.)




The system adjusts the employee's hourly rate. Do not enter an hourly rate! The employee's annual salary will reflect an increase of 10% or 12%, whichever is appropriate.



Action Steps:

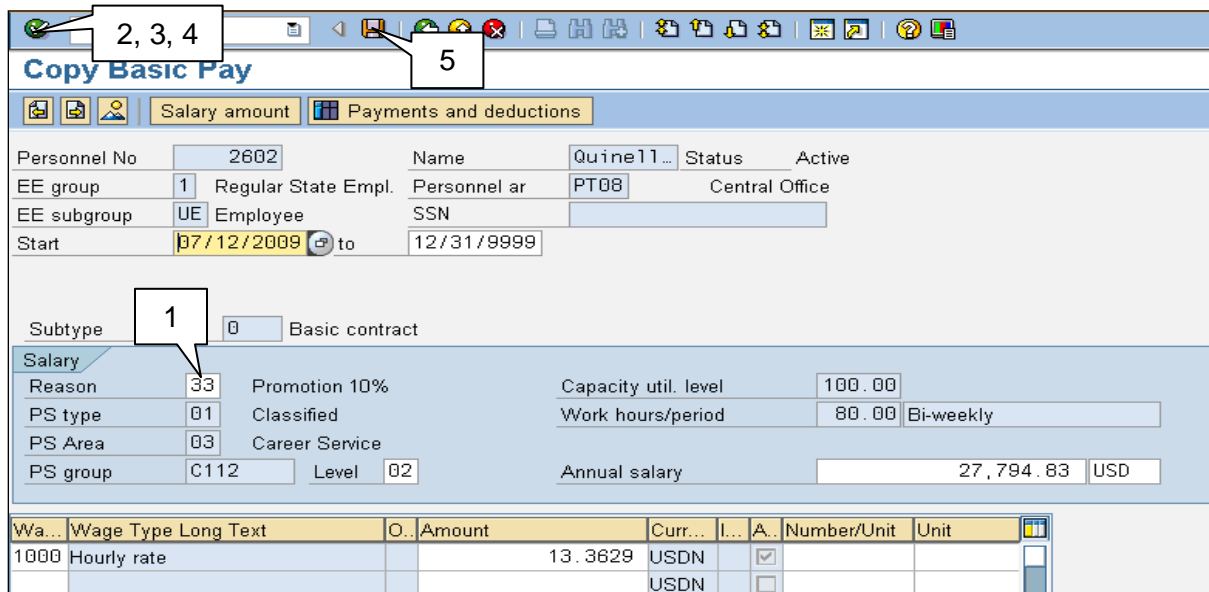
1. Enter the *Reason*.
2. <Enter> . This message appears.

 Annual salary will be changed to be within the rule (0033) range (25,268.05 - 42,917.89)

3. <Enter> . The system displays this message

 Record valid from 06/28/2009 to 12/31/9999 delimited at end indicating the previous record's end date is changed.

4. <Enter>  to validate the information.
5. <Save>  to save the information.



Copy Basic Pay

Salary amount | Payments and deductions

Personnel No: 2602 | Name: Quine11... | Status: Active
 EE group: 1 Regular State Empl. | Personnel ar: PT08 | Central Office
 EE subgroup: UE Employee | SSN:
 Start: 07/12/2009 to 12/31/9999

Subtype: 1 0 Basic contract

Salary


Reason: 33 Promotion 10% Capacity util. level: 100.00
 PS type: 01 Classified Work hours/period: 80.00 Bi-weekly
 PS Area: 03 Career Service
 PS group: C112 Level: 02 Annual salary: 27,794.83 USD

Wa...	Wage Type Long Text	O..	Amount	Curr...	I...	A..	Number/Unit	Unit
1000	Hourly rate		13.3629	USDN		<input checked="" type="checkbox"/>		
				USDN		<input type="checkbox"/>		




Monitoring of Tasks (Infotype 0019)

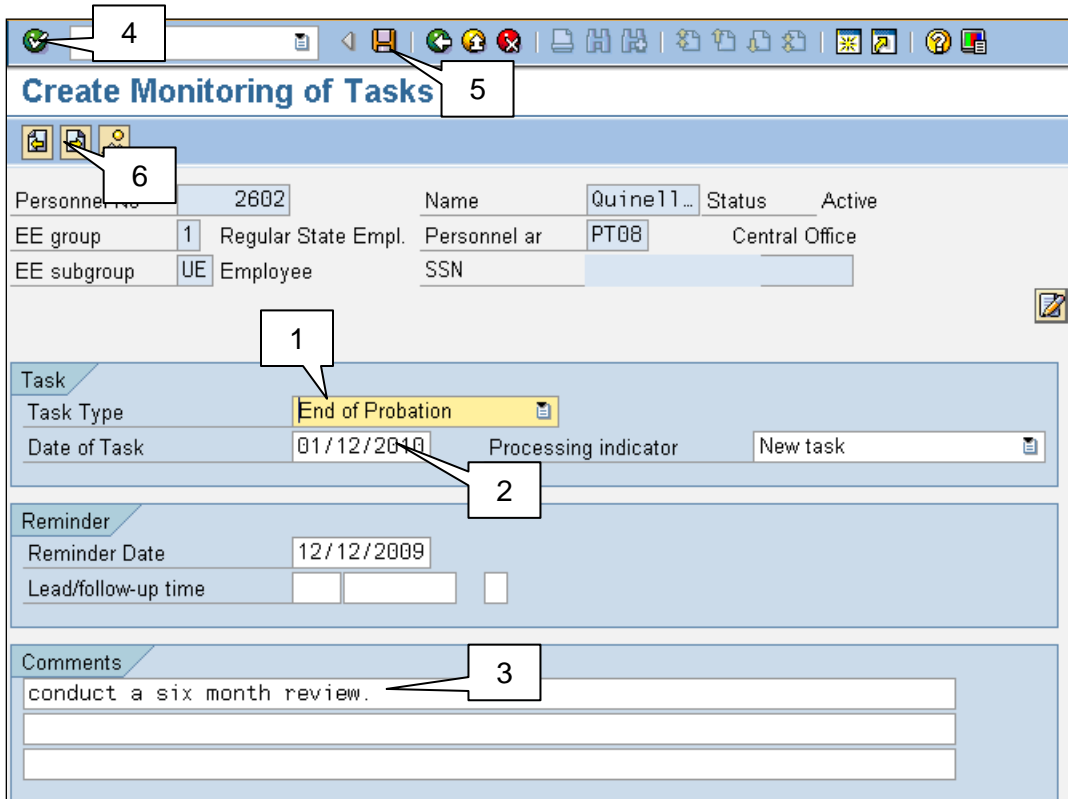
This infotype is optional. It stores additional data about the employee, along with deadlines and reminder dates. Dates an agency may choose to monitor are:

- End of Probation,
- Catastrophic Leave,
- DROP Start Date and End Date,
- Driver's License Expiration,
- End of Leave,
- Performance Evaluation Date

If information is not entered, use <Next record>  to proceed to the next infotype.

Action Steps:

1. Select *task type*.
2. Enter *Date of Task*. The reminder date defaults.
3. Enter *Comments*. (This is optional.)
4. <Enter>  to validate the information.
5. <Save>  to save the information.
6. <Next record>  to advance to the next infotype.



The screenshot shows the 'Create Monitoring of Tasks' SAP form. The form is divided into several sections: Personnel data, Task, Reminder, and Comments. Numbered callouts indicate the following steps:

- 1**: Select *Task Type* (End of Probation).
- 2**: Enter *Date of Task* (01/12/2010).
- 3**: Enter *Comments* (conduct a six month review).
- 4**: Press the *Enter* key (represented by a green checkmark icon).
- 5**: Press the *Save* key (represented by a floppy disk icon).
- 6**: Press the *Next record* key (represented by a right arrow icon).

The form displays the following data:

Personnel no.	Name	Status
2602	Quine11...	Active

EE group: 1 Regular State Empl. Personnel ar: PT08 Central Office
 EE subgroup: UE Employee SSN:

Task
 Task Type: End of Probation
 Date of Task: 01/12/2010 Processing indicator: New task

Reminder
 Reminder Date: 12/12/2009
 Lead/follow-up time:

Comments
 conduct a six month review.


Demotion

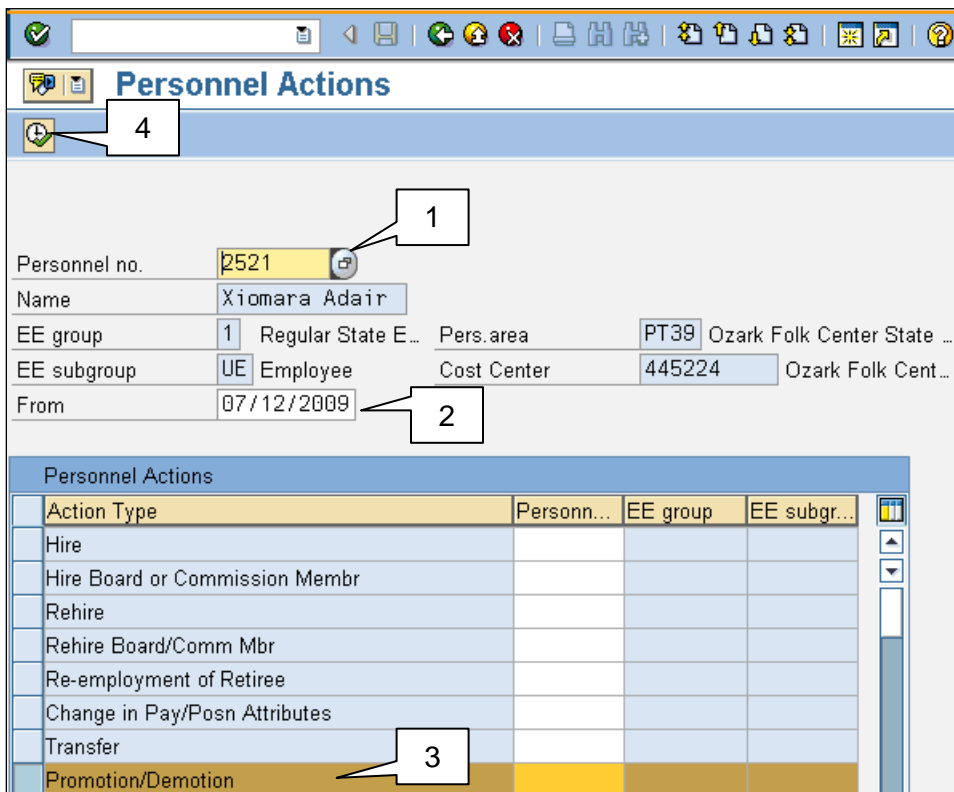
A demotion occurs when an employee moves down one or more grades. A demotion is similar to a promotion except the individual receives a salary reduction instead of an increase. Both processes are similar. Before entering a demotion, have all related documentation in order and approved.

For a demotion action, the employee's hourly rate of pay is automatically decreased. Do not enter an hourly rate. The employee's annual salary will reflect a decrease of 10% or 12%.

Scenario: Xiomara Adair accepts a position as Fiscal Support Specialist at a lower grade level.

Action Steps:

1. Enter *Personnel no.*
2. Enter the effective date.
3. Select *Promotion/Demotion*.
4. <Execute> .





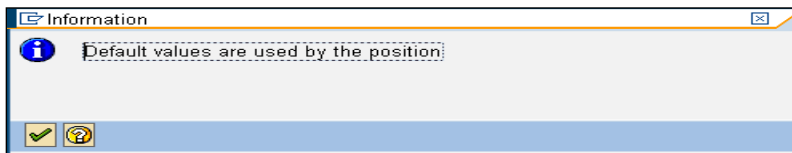
The screenshot shows the 'Personnel Actions' window. The top toolbar contains various icons, with the 'Execute' icon (a green circle with a white checkmark) highlighted by a callout labeled '4'. Below the toolbar, the 'Personnel no.' field is set to '2521' (callout '1'). The 'Name' field is 'Xiomara Adair'. The 'EE group' is '1 Regular State E...' and the 'Pers.area' is 'PT39 Ozark Folk Center State ...'. The 'EE subgroup' is 'UE Employee' and the 'Cost Center' is '445224 Ozark Folk Cent...'. The 'From' date is '07/12/2009' (callout '2'). Below this, a table titled 'Personnel Actions' lists various action types. The 'Promotion/Demotion' row is highlighted in yellow and has a callout labeled '3'.



Action Type	Personn...	EE group	EE subgr...
Hire			
Hire Board or Commission Membr			
Rehire			
Rehire Board/Comm Mbr			
Re-employment of Retiree			
Change in Pay/Posn Attributes			
Transfer			
Promotion/Demotion			



Actions (Infotype 0000)

Action steps:

1. Select the Reason for the demotion.
2. Enter the new *position number*.
3. <Enter> . This message appears. <Green check mark> . The screen changes to reflect the new position information.



4. <Enter> . The system displays this message
 Record valid from 06/28/2009 to 12/31/9999 delimited at end indicating the previous record's end date is changed.

5. <Enter>  to validate the information.
6. <Save>  to save the information.

Copy Actions

Execute info group | Change info group

Pers.No. 2521
 Name Xiomara Adair
 EE group 1 Regular State Empl. Personnel ar PT39 Ozark Folk Center State Park
 EE subgroup UE Employee SSN
 Start 07/12/2009 to 12/31/9999





Personnel action
 Action Type Promotion/Demotion
 Reason for Action 04 Demotion - Voluntary

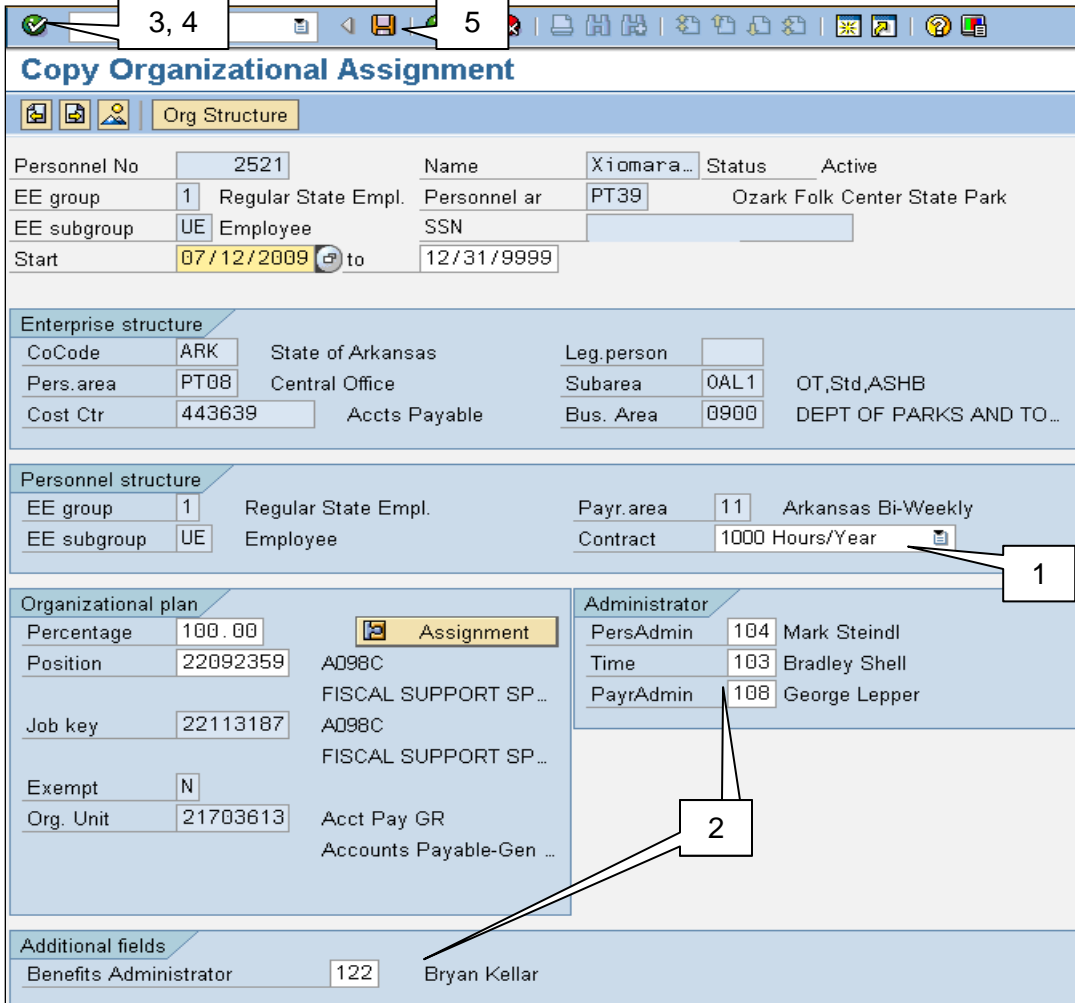
Status
 Customer-specific No Concurrent Employment
 Employment Active
 Special payment Standard wage type

Organizational assignment
 Position 22092359 FISCAL SUPPORT SPECIALIST
 Personnel area PT08 Central Office
 Employee group 1 Regular State Empl.
 Employee subgroup UE Employee

Organizational Assignment (Infotype 0001)

Action Steps:

1. Verify the *work contract* field.
2. Verify and select the *PersAdmin.*, *Time*, *PayrAdmin.*, and *Benefits administrators*.
3. <Enter> . The system displays this message
 Record valid from 06/28/2009 to 12/31/9999 delimited at end indicating the previous record's end date is changed.
4. <Enter>  to validate the information.
5. <Save>  to save the information.



The screenshot shows the SAP 'Copy Organizational Assignment' form. Callouts are placed as follows:


- Callout 1:** Points to the 'Contract' field in the 'Personnel structure' section, which is set to '1000 Hours/Year'.
- Callout 2:** Points to the 'Assignment' button in the 'Organizational plan' section.
- Callout 3 and 4:** Point to the top toolbar area, specifically the checkmark icon.
- Callout 5:** Points to the save icon in the top toolbar.

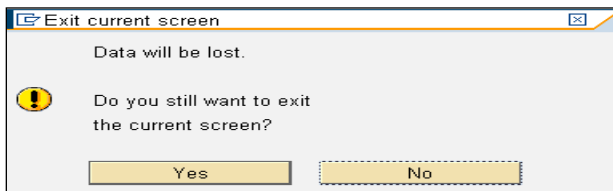
Form Data:

Copy Organizational Assignment			
Org Structure			
Personnel No	2521	Name	Xiomara...
EE group	1 Regular State Empl.	Personnel ar	PT39 Ozark Folk Center State Park
EE subgroup	UE Employee	SSN	
Start	07/12/2009 to		12/31/9999
Enterprise structure			
CoCode	ARK State of Arkansas	Leg.person	
Pers.area	PT08 Central Office	Subarea	0AL1 OT,Std,ASHB
Cost Ctr	443639 Accts Payable	Bus. Area	0900 DEPT OF PARKS AND TO...
Personnel structure			
EE group	1 Regular State Empl.	Payr.area	11 Arkansas Bi-Weekly
EE subgroup	UE Employee	Contract	1000 Hours/Year
Organizational plan		Administrator	
Percentage	100.00	PersAdmin	104 Mark Steindl
Position	22092359 A098C FISCAL SUPPORT SP...	Time	103 Bradley Shell
Job key	22113187 A098C FISCAL SUPPORT SP...	PayrAdmin	108 George Lepper
Exempt	N		
Org. Unit	21703613 Acct Pay GR Accounts Payable-Gen ...		
Additional fields			
Benefits Administrator	122 Bryan Kellar		

Addresses (Infotype 0006)

This infotype stores the business and permanent residence addresses of the employee and may be verified for accuracy.


If information is not entered, click <Next Record>  and Click Yes to continue to the next screen.




Action Steps for a change in the Business address:

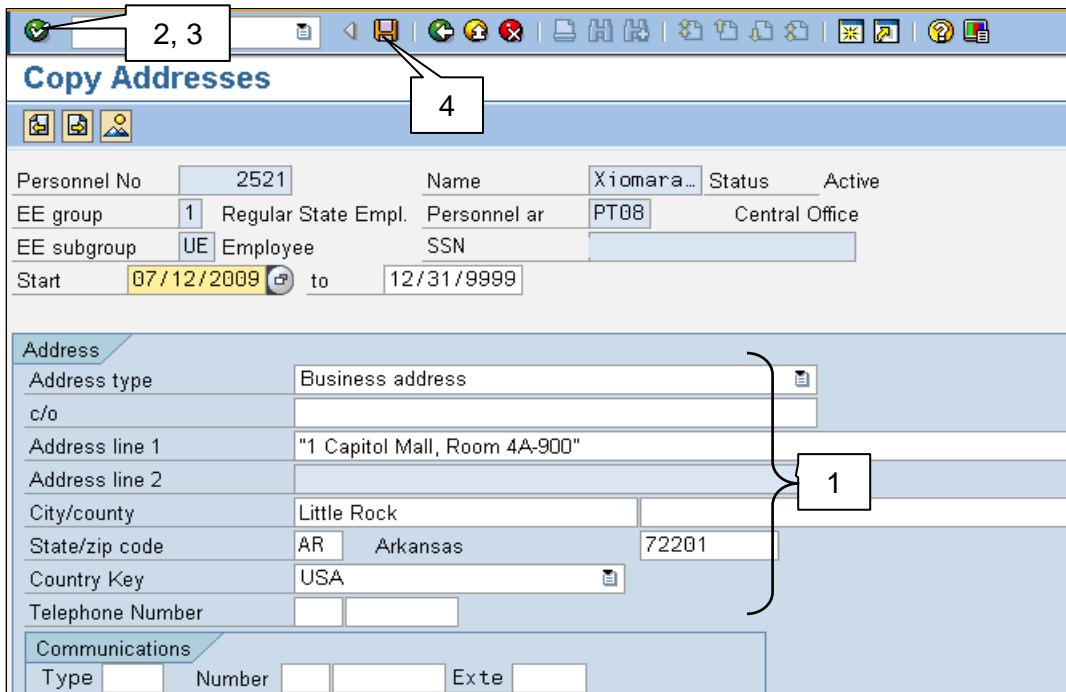
1. Select business address and make any necessary corrections.

2. <Enter> . The system displays this message

 Record valid from 06/28/2009 to 12/31/9999 delimited at end indicating the previous record's end date is changed.

3. <Enter>  to validate the information.

4. <Save>  to save the information.



The screenshot shows the "Copy Addresses" screen in a software application. The top toolbar contains various icons. Annotations with numbered boxes point to specific elements:

- Box 2, 3 points to the "Enter" icon in the toolbar.
- Box 4 points to the "Save" icon in the toolbar.
- Box 1 points to the "Business address" field in the "Address" section.

The form displays the following data:

Personnel No	2521	Name	Xiomara...	Status	Active
EE group	1 Regular State Empl.	Personnel ar	PT08	Central Office	
EE subgroup	UE Employee	SSN			
Start	07/12/2009	to	12/31/9999		


The "Address" section contains the following fields:

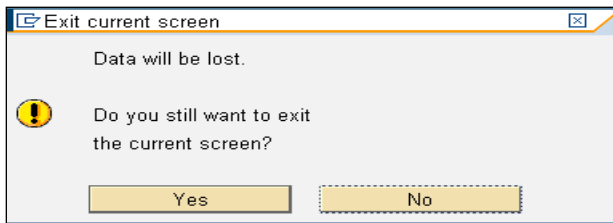
- Address type: Business address
- c/o:
- Address line 1: "1 Capitol Mall, Room 4A-900"
- Address line 2:
- City/county: Little Rock
- State/zip code: AR Arkansas 72201
- Country Key: USA
- Telephone Number:

The "Communications" section contains the following fields:

- Type:
- Number:
- Exte:

A second address screen requiring verification displays for this infotype which stores the permanent residence address of the employee.


If information is not entered, click <Next Record>  and Click Yes to continue to the next screen.




Action Steps for Permanent Residence:

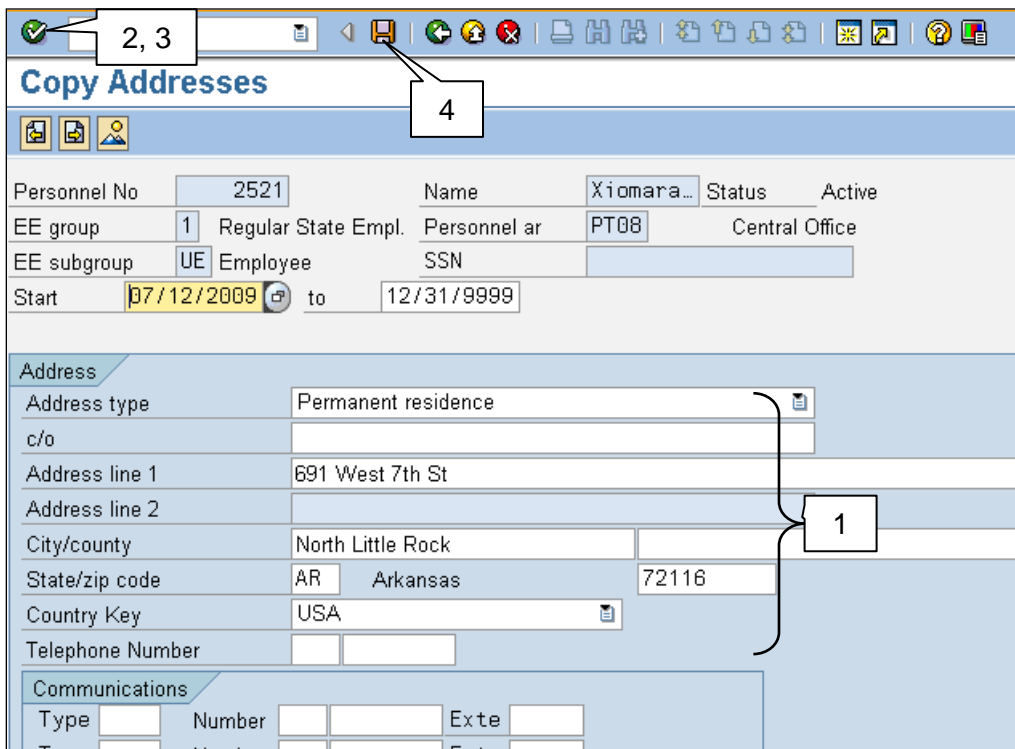
1. Verify the resident address.

2. <Enter> . The system displays this message

 Record valid from 06/28/2009 to 12/31/9999 delimited at end indicating the previous record's end date is changed.

3. <Enter>  to validate the information.

4. <Save>  to save the information.


 The "Copy Addresses" screen displays employee information and address details.

- Personnel No:** 2521
- Name:** Xiomara...
- Status:** Active
- EE group:** 1 Regular State Empl.
- Personnel ar:** PT08
- Central Office**
- EE subgroup:** UE Employee
- SSN:** [Redacted]
- Start:** 07/12/2009 to 12/31/9999

 The **Address** section includes:

- Address type:** Permanent residence
- c/o:** [Redacted]
- Address line 1:** 691 West 7th St
- Address line 2:** [Redacted]
- City/country:** North Little Rock
- State/zip code:** AR Arkansas 72116
- Country Key:** USA
- Telephone Number:** [Redacted]







 The **Communications** section has fields for Type, Number, and Exte.
 Annotations:

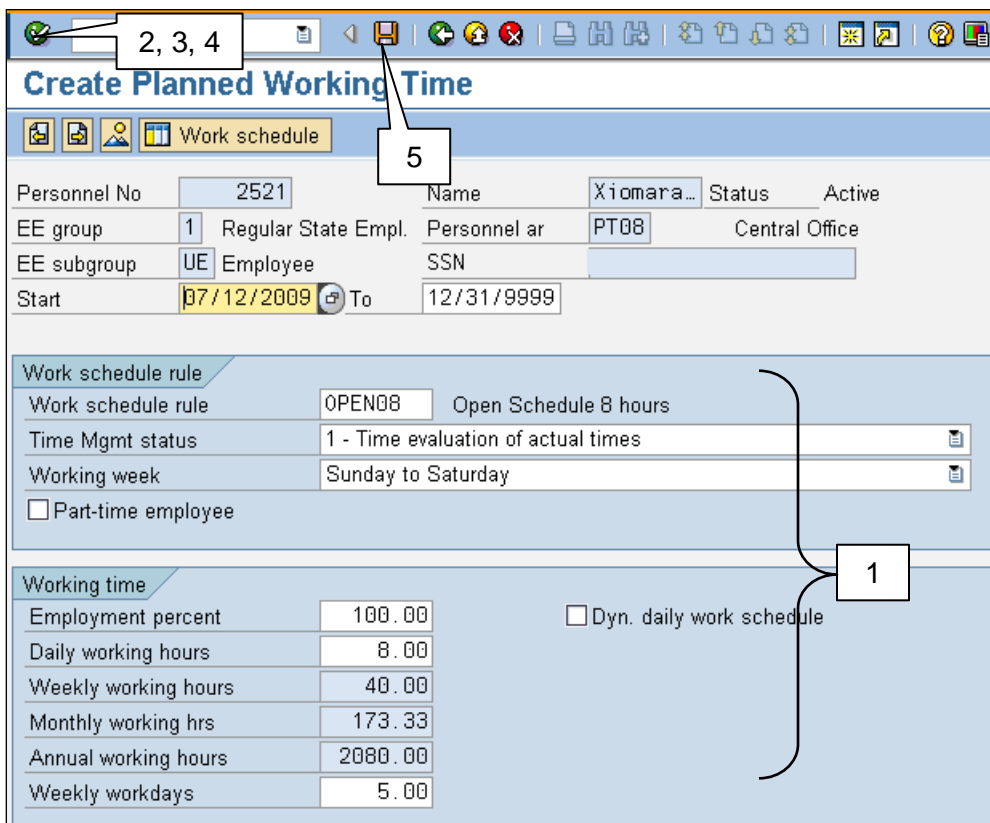
- A box labeled "2, 3" points to the top toolbar.
- A box labeled "4" points to the Save icon in the toolbar.
- A box labeled "1" points to the address fields.

Planned Work time (Infotype 0007)

This infotype maintains information relating to the employee's work schedule and working time. This infotype is used to calculate overtime.

Action Steps:

1. Verify the information.
2. <Enter> . A message appears.  Attention: Please check Basic Pay infotype (0008).
3. <Enter> . The system displays this message
 Record valid from 06/28/2009 to 12/31/9999 delimited at end indicating the previous record's end date is changed.
4. <Enter>  to validate the information.
5. <Save>  to save the information.



Create Planned Working Time

Work schedule

Personnel No 2521 Name Xiomara... Status Active
 EE group 1 Regular State Empl. Personnel ar PT08 Central Office
 EE subgroup UE Employee SSN
 Start 07/12/2009 To 12/31/9999

Work schedule rule

Work schedule rule OPEN08 Open Schedule 8 hours
 Time Mgmt status 1 - Time evaluation of actual times
 Working week Sunday to Saturday
☐ Part-time employee

Working time

Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.33
Annual working hours	2080.00
Weekly workdays	5.00

☐ Dyn. daily work schedule


Basic Pay (Infotype 0008)




The system adjusts the employee's hourly rate. Do not enter an hourly rate! The employee's annual salary will reflect a decrease of 10% or 12%, whichever is appropriate.


Action Steps:

1. Select *Reason* code. Since Xiomara was demoted, the code Demotion 10% is selected.


2. <Enter> . This salary message appears.

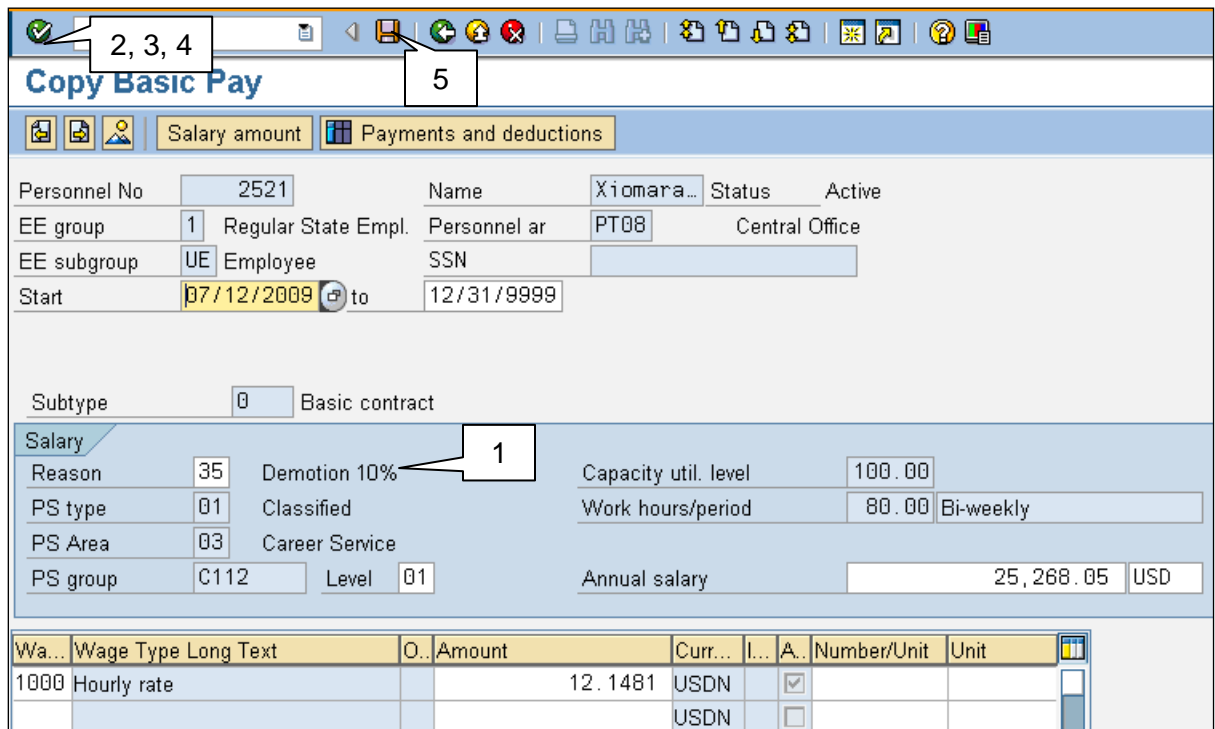
 Annual salary will be changed to minimum from range (25,268.05 - 42,917.89) - rule (0035)

3. <Enter> . The system displays this message

 Record valid from 06/28/2009 to 12/31/9999 delimited at end indicating the previous record's end date is changed.

4. <Enter>  to validate the information.

5. <Save>  to save the information.



Copy Basic Pay

Personnel No: 2521 Name: Xiomara... Status: Active
 EE group: 1 Regular State Empl. Personnel ar: PT08 Central Office
 EE subgroup: UE Employee SSN:
 Start: 07/12/2009 to 12/31/9999

Subtype: 0 Basic contract

Salary

Reason: 35 Demotion 10% Capacity util. level: 100.00
 PS type: 01 Classified Work hours/period: 80.00 Bi-weekly
 PS Area: 03 Career Service
 PS group: C112 Level: 01 Annual salary: 25,268.05 USD

Wa...	Wage Type Long Text	O..	Amount	Curr...	I...	A..	Number/Unit	Unit
1000	Hourly rate		12.1481	USDN		<input checked="" type="checkbox"/>		
				USDN		<input type="checkbox"/>		




Monitoring of Tasks (Infotype 0019)

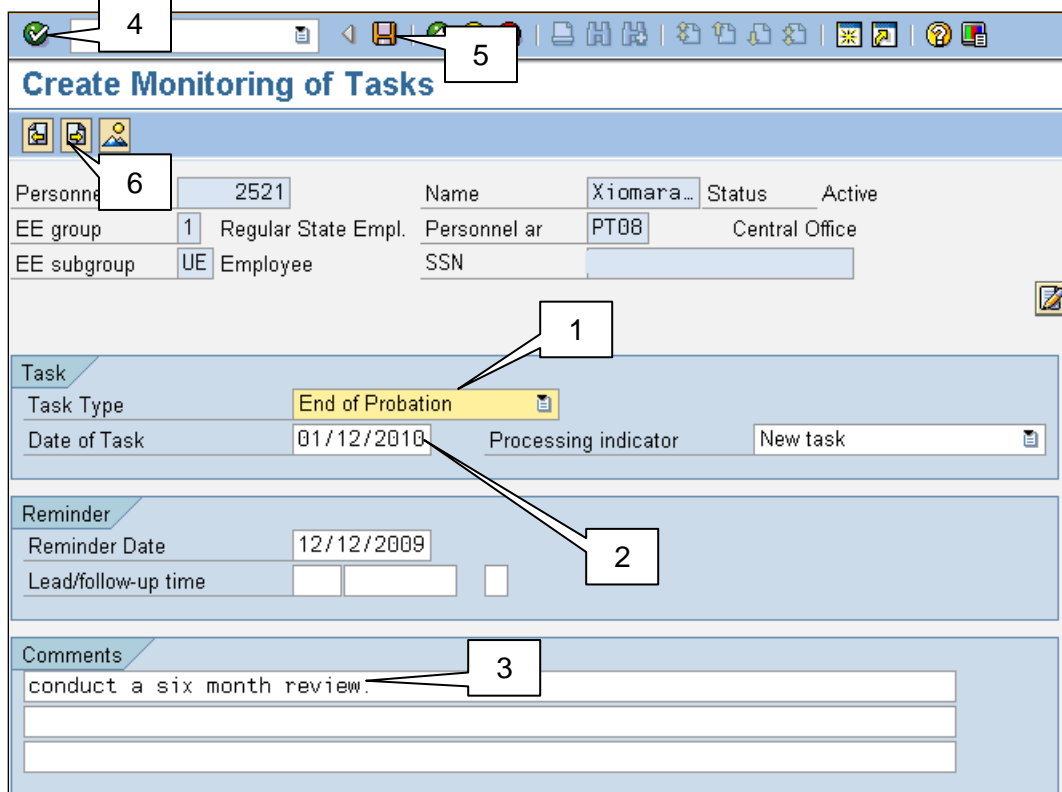
This infotype is optional. It stores additional data about the employee, along with deadlines and reminder dates. Dates an agency may choose to monitor are:

- End of Probation,
- Catastrophic Leave,
- DROP Start Date and End Date,
- Driver's License Expiration,
- End of Leave,
- Performance Evaluation Date

If information is not entered, use <Next record>  to proceed to the next infotype.

Action Steps:

1. Select *task type*.
2. Enter *Date of Task*. The reminder date defaults.
3. Enter *Comments*. (This is optional.)
4. <Enter>  to validate the information.
5. <Save>  to save the information.
6. <Next record>  to complete the action.



The screenshot shows the 'Create Monitoring of Tasks' SAP screen. The interface includes a top toolbar with various icons, a header bar with the title 'Create Monitoring of Tasks', and a main data entry area. The data entry area is divided into several sections: 'Personnel' (with fields for Personnel number 2521, Name Xiomara..., Status Active, EE group 1, Regular State Empl., Personnel ar PT08, Central Office, EE subgroup UE, Employee, and SSN), 'Task' (with fields for Task Type 'End of Probation', Date of Task '01/12/2010', Processing indicator, and New task), 'Reminder' (with fields for Reminder Date '12/12/2009' and Lead/follow-up time), and 'Comments' (with a text area containing 'conduct a six month review.'). Numbered callouts point to specific elements: 1 points to the 'Task Type' dropdown, 2 points to the 'Date of Task' field, 3 points to the 'Comments' text area, 4 points to the 'Enter' icon in the toolbar, 5 points to the 'Save' icon in the toolbar, and 6 points to the 'Next record' icon in the toolbar.

Transfers

A transfer is when an employee changes positions within an agency or between agencies. The employee's master data information is already stored in AASIS so the receiving agency does not need to re-enter this data. The effective date must not be earlier than the beginning of the first pay period of the fiscal year. Consult the Bi-weekly Schedule of Pay Periods issued by OPM for pay period begin dates. If it is necessary to have an effective date beyond the first pay period of the fiscal year limit, the agency must send a request with justification for approval by OPM.




Tricks and Tips:

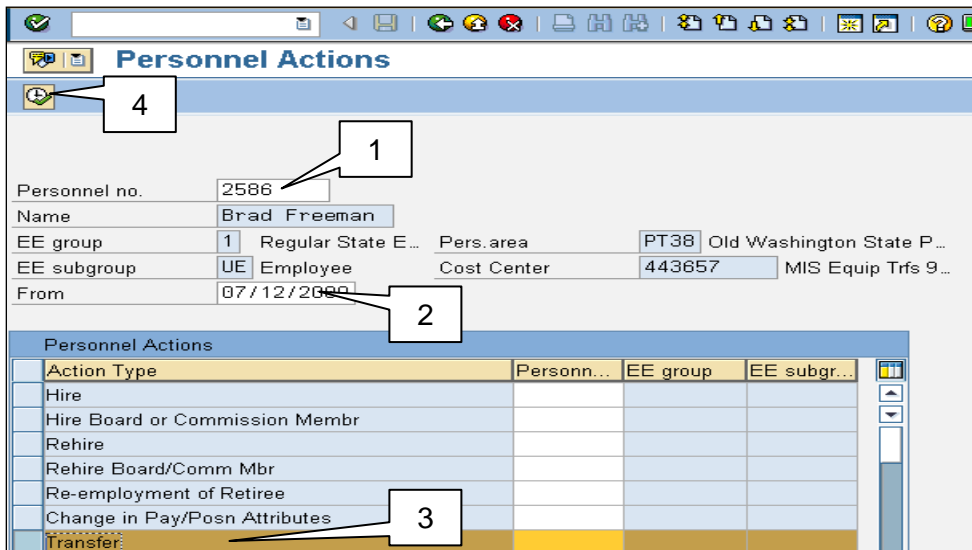
- If an employee is transferring within the agency, the person with the role of Agency Personnel Management, or Personnel Management performs the *Transfer* action.
- For all employees transferring between agencies, OPM performs the *Transfer* action.

Scenario: Brad transfers within the agency to another position at the same grade level.

Personnel Actions

Action Steps:

1. Enter *Personnel no.*
2. Enter the *effective date* of the transfer.
3. Select *Transfer*.
4. <Execute> 



Personnel Actions



Personnel no. 2586
 Name Brad Freeman
 EE group 1 Regular State E... Pers. area PT38 Old Washington State P...
 EE subgroup UE Employee Cost Center 443657 MIS Equip Trfs 9...
 From 07/12/2009

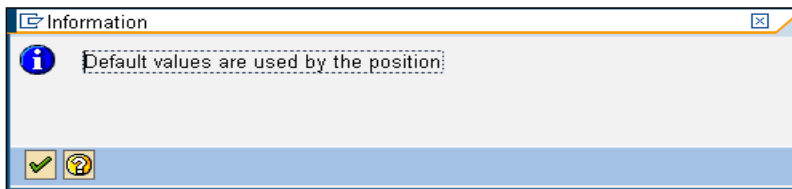
Action Type	Personn...	EE group	EE subgr...
Hire			
Hire Board or Commission Membr			
Rehire			
Rehire Board/Comm Mbr			
Re-employment of Retiree			
Change in Pay/Posn Attributes			
Transfer			





Actions (Infotype 0000)

The reason code selected for the *Action* (IT0000) must correspond with the reason code selected for the *Basic Pay* (IT0008.)

Action Steps:

1. Select *Reason for Action*.
2. Enter the new *Position* number.
3. <Enter>  - the message below appears. <Green check mark> .



4. <Enter> . The system displays this message  Record valid from 06/28/2009 to 12/31/9999 delimited at end indicating the previous record's end date is changed.
5. <Enter>  to validate the information.
6. <Save>  to save the information.

Copy Actions

Execute info group | Change info group

Pers.No. 2586
 Name Brad Freeman
 EE group 1 Regular State Empl. Personnel ar PT38 Old Washington State Park
 EE subgroup UE Employee SSN
 Start 07/12/2009 to 12/31/9999


Personnel action
 Action Type Transfer
 Reason for Action 01 Lateral


Status
 Customer-specific No Concurrent Employment
 Employment Active
 Special payment Standard wage type



Organizational assignment
 Position 22118420 VOLUNTEER SERVICES COOR...
 Personnel area PT42 Pinnacle Mountain State Park
 Employee group 1 Regular State Empl.
 Employee subgroup UE Employee

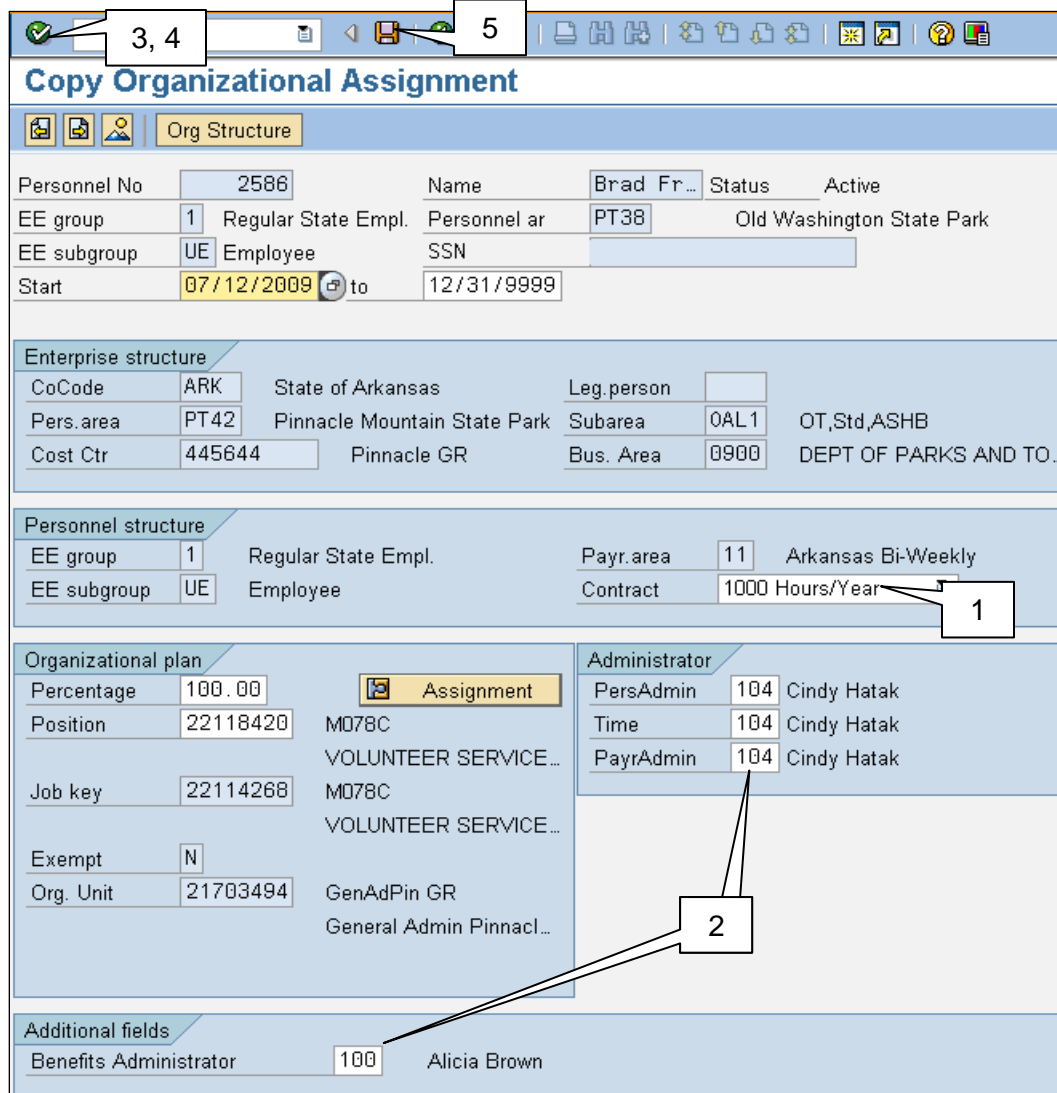
Organizational Assignment (Infotype 0001)

Action Steps:

1. Verify the *Work Contract* field.
2. Verify and select *PersAdmin.*, *Time*, *PayrAdmin.*, and *Benefits administrators*.
3. <Enter> . The system displays this message

 Record valid from 06/28/2009 to 12/31/9999 delimited at end indicating the previous record's end date is changed.

4. <Enter>  to validate the information.
5. <Save>  to save the information.



The screenshot shows the 'Copy Organizational Assignment' form in SAP. Callouts indicate the following fields and actions:

- Callout 1:** Points to the 'Contract' field in the 'Personnel structure' section, which is set to '1000 Hours/Year'.
- Callout 2:** Points to the 'PersAdmin' field in the 'Administrator' section, which is set to '104' (Cindy Hatak).
- Callout 3, 4:** Points to the 'Check' (checkmark icon) button in the top toolbar.
- Callout 5:** Points to the 'Save' (floppy disk icon) button in the top toolbar.


Form Fields:

- Org Structure:**
 - Personnel No: 2586, Name: Brad Fr..., Status: Active
 - EE group: 1 Regular State Empl., Personnel ar: PT38, Old Washington State Park
 - EE subgroup: UE Employee, SSN: [blank]
 - Start: 07/12/2009 to 12/31/9999
- Enterprise structure:**
 - CoCode: ARK, State of Arkansas, Leg. person: [blank]
 - Pers. area: PT42, Pinnacle Mountain State Park, Subarea: 0AL1, OT,Std,ASHB
 - Cost Ctr: 445644, Pinnacle GR, Bus. Area: 0900, DEPT OF PARKS AND TO...
- Personnel structure:**
 - EE group: 1 Regular State Empl., Payr. area: 11, Arkansas Bi-Weekly
 - EE subgroup: UE Employee, Contract: 1000 Hours/Year
- Organizational plan:**
 - Percentage: 100.00, Assignment: [button]
 - Position: 22118420, M078C, VOLUNTEER SERVICE...
 - Job key: 22114268, M078C, VOLUNTEER SERVICE...
 - Exempt: N
 - Org. Unit: 21703494, GenAdPin GR, General Admin Pinnac...
- Administrator:**
 - PersAdmin: 104 Cindy Hatak
 - Time: 104 Cindy Hatak
 - PayrAdmin: 104 Cindy Hatak
- Additional fields:**
 - Benefits Administrator: 100 Alicia Brown




Monitor of Task (Infotype 0019)

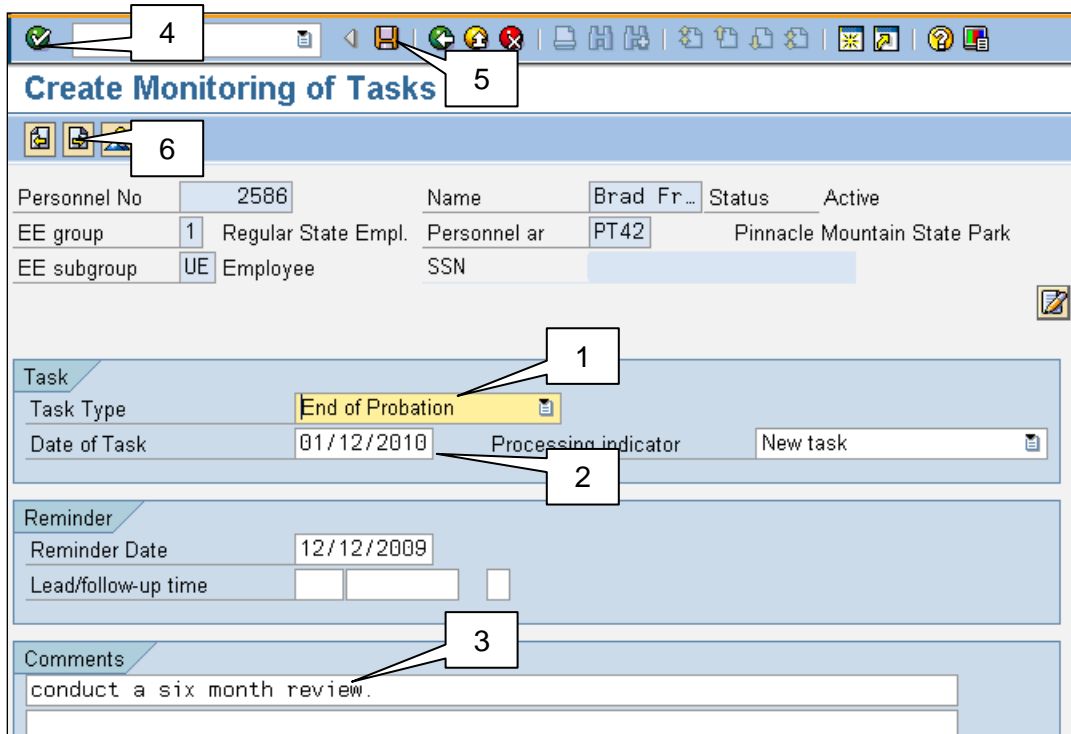
This infotype is optional. It stores additional data about the employee, along with deadlines and reminder dates. Dates an agency may choose to monitor are:

- End of Probation,
- Catastrophic Leave,
- DROP Start Date and End Date,
- Driver's License Expiration,
- End of Leave,
- Performance Evaluation Date

If information is not entered, use <Next record>  to proceed to the next infotype.

Action Steps:

1. Select *task type*.
2. Enter *Date of Task*. The reminder date defaults.
3. Enter *Comments*. (This is optional.)
4. <Enter>  to validate the information.
5. <Save>  to save the information.
6. <Next record>  to complete the action.



The screenshot shows the 'Create Monitoring of Tasks' form in SAP. The form is divided into several sections: Personnel data, Task data, Reminder data, and Comments. Numbered callouts indicate the following steps:

- 1:** Select *Task Type* (End of Probation).
- 2:** Enter *Date of Task* (01/12/2010).
- 3:** Enter *Comments* (conduct a six month review).
- 4:** Press <Enter> to validate the information.
- 5:** Press <Save> to save the information.
- 6:** Press <Next record> to complete the action.

The form fields are as follows:

Personnel No		Name		Status
2586		Brad Fr...		Active
EE group	1 Regular State Empl.	Personnel ar	PT42 Pinnacle Mountain State Park	
EE subgroup	UE Employee	SSN		


Task	
Task Type	End of Probation
Date of Task	01/12/2010
Processing indicator	New task

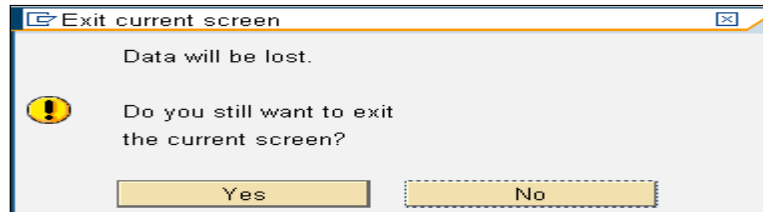
Reminder	
Reminder Date	12/12/2009
Lead/follow-up time	

Comments	
conduct a six month review.	

Addresses (Infotype 0006)

This infotype stores the business addresses and require verification for accuracy.


If information is not entered, click <Next Record>  and Click Yes to continue to the next screen




Action Steps for changes:

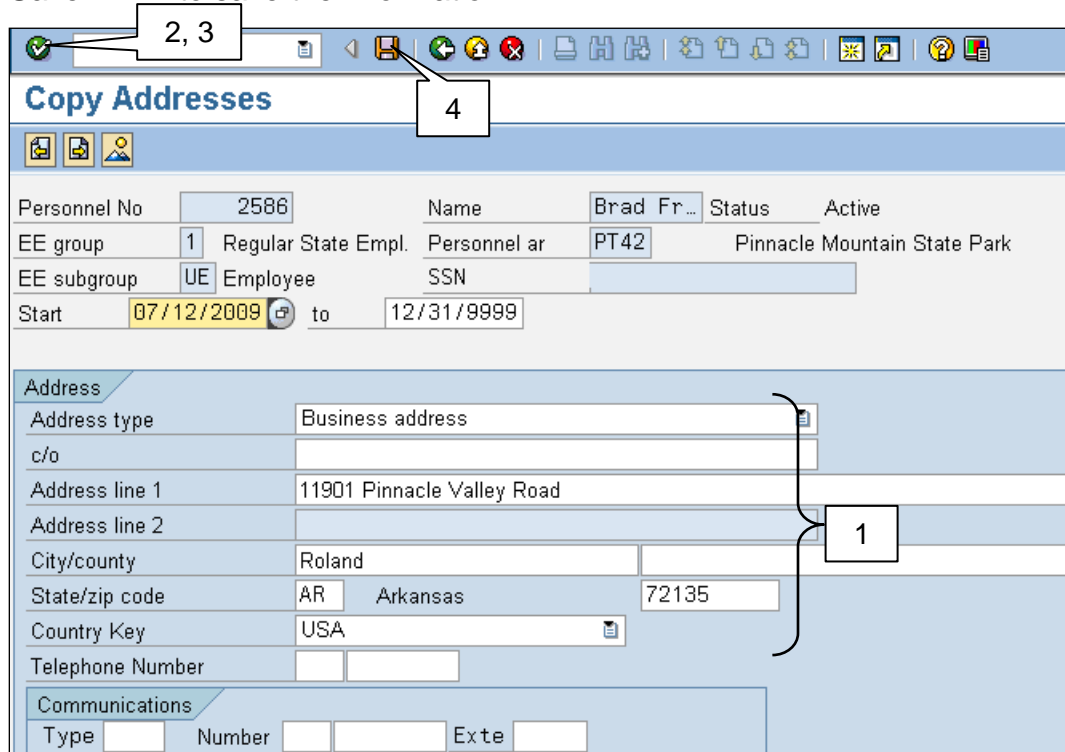
1. Review and make any corrections.

2. <Enter> . The system displays this message

 Record valid from 06/28/2009 to 12/31/9999 delimited at end indicating the previous record's end date is changed.

3. <Enter>  to validate the information.

4. <Save>  to save the information.


 The screenshot shows the "Copy Addresses" screen in a software application. The top toolbar contains several icons. Annotations with numbered boxes point to specific elements:

- Box "2, 3" points to the "Enter" icon in the toolbar.
- Box "4" points to the "Save" icon in the toolbar.
- Box "1" points to the "Address" section of the form, which includes fields for Address type, c/o, Address line 1, Address line 2, City/county, State/zip code, Country Key, and Telephone Number.

 The form data is as follows:

Personnel No	2586	Name	Brad Fr...	Status	Active
EE group	1	Regular State Empl.	Personnel ar	PT42	Pinnacle Mountain State Park
EE subgroup	UE	Employee	SSN		
Start	07/12/2009	to	12/31/9999		


 The "Address" section contains:

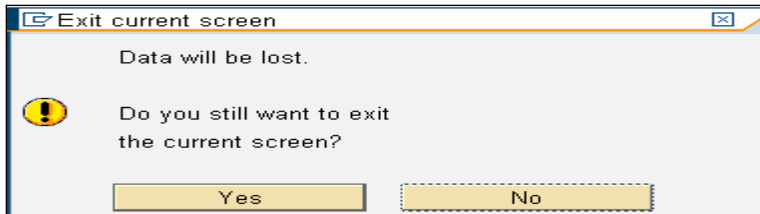
Address type	Business address				
c/o					
Address line 1	11901 Pinnacle Valley Road				
Address line 2					
City/county	Roland				
State/zip code	AR	Arkansas		72135	
Country Key	USA				
Telephone Number					

 The "Communications" section at the bottom has fields for Type, Number, and Exte.





Unemployment State (Infotype 0209)

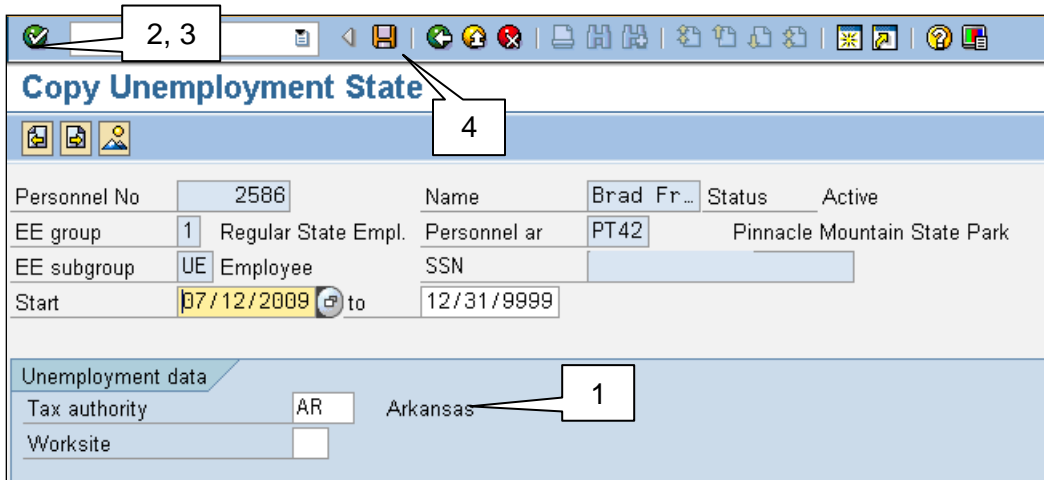
This infotype which appears only if the business address infotype is saved, identifies the state responsible for paying the employee's unemployment insurance.

If information is not entered, click <Next Record>  and Click Yes to continue to the next screen



Action Steps for changes:

1. Select the current state.
2. <Enter> . The system displays this message  Record valid from 06/28/2009 to 12/31/9999 delimited at end indicating the previous record's end date is changed.
3. <Enter>  to validate the information.
4. <Save>  to save the information.



The screenshot shows the "Copy Unemployment State" screen. It has a toolbar at the top with various icons. A callout box labeled "2, 3" points to the "Enter" icon. Another callout box labeled "4" points to the "Save" icon. The main area contains employee data:

Personnel No	2586	Name	Brad Fr...	Status	Active
EE group	1 Regular State Empl.	Personnel ar	PT42	Pinnacle Mountain State Park	
EE subgroup	UE Employee	SSN			
Start	07/12/2009	to	12/31/9999		


Below this is a section titled "Unemployment data" with two fields:

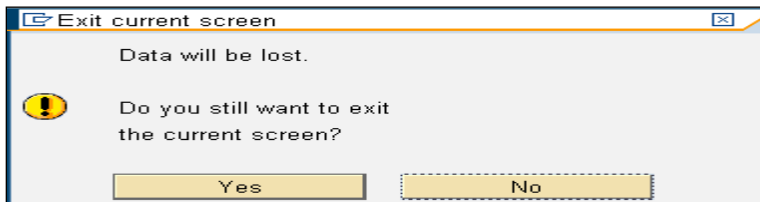
Tax authority	AR	Arkansas
Worksite		

A callout box labeled "1" points to the "Arkansas" text next to the "Tax authority" field.

Addresses (Infotype 0006)

This infotype stores the business and permanent residence addresses and requires verification for accuracy.


If information is not entered, click <Next Record>  and Click Yes to continue to the next screen.




Action Steps for changes:

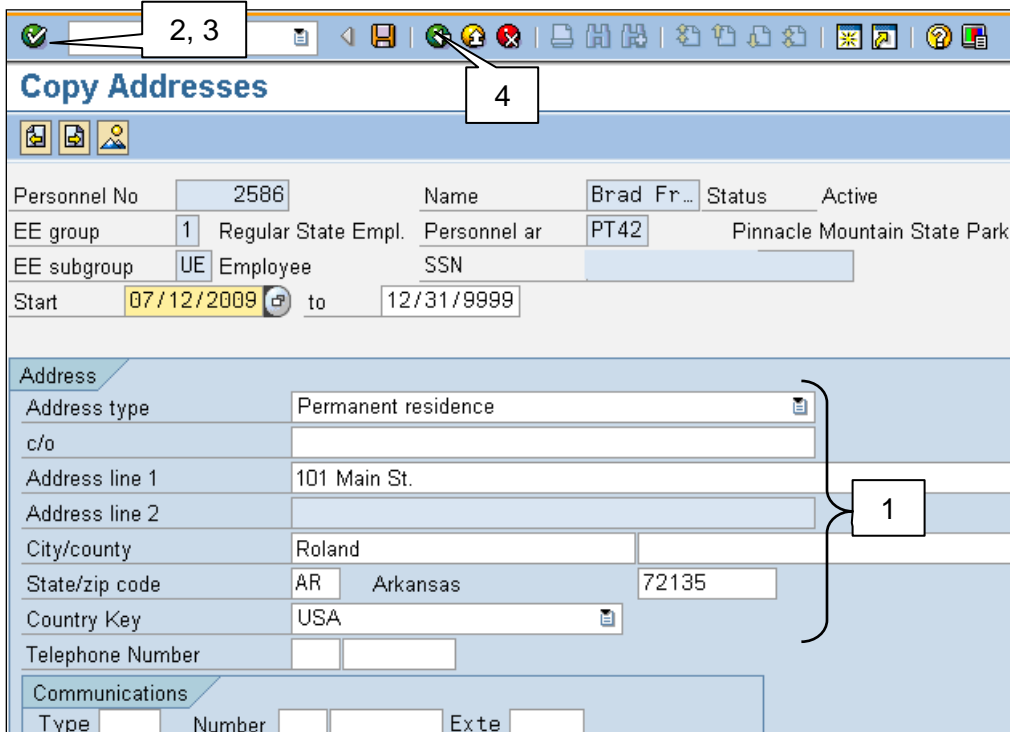
1. Review and make any corrections.

2. <Enter> . The system displays this message

 Record valid from 06/28/2009 to 12/31/9999 delimited at end indicating the previous record's end date is changed.

3. <Enter>  to validate the information.

4. <Save>  to save the information.


 A screenshot of the "Copy Addresses" screen in a software application. The screen has a toolbar at the top with various icons. A callout box labeled "2, 3" points to the first icon (a green checkmark). Another callout box labeled "4" points to the save icon (a floppy disk). The main area contains a form with the following fields:

Personnel No	2586	Name	Brad Fr...	Status	Active
EE group	1	Regular State Empl.	Personnel ar	PT42	Pinnacle Mountain State Park
EE subgroup	UE	Employee	SSN		
Start	07/12/2009	to	12/31/9999		

 Below this is the "Address" section:

Address type	Permanent residence				
c/o					
Address line 1	101 Main St.				
Address line 2					
City/county	Roland				
State/zip code	AR	Arkansas	72135		
Country Key	USA				
Telephone Number					

 At the bottom is the "Communications" section:

Type	Number	Exte



 A callout box labeled "1" points to the "Address" section.

Planned Work Time (Infotype 0007)


This infotype maintains information relating to the employee's work schedule and working time. It is also used to calculate overtime.

Action Steps:


1. Verify the information.

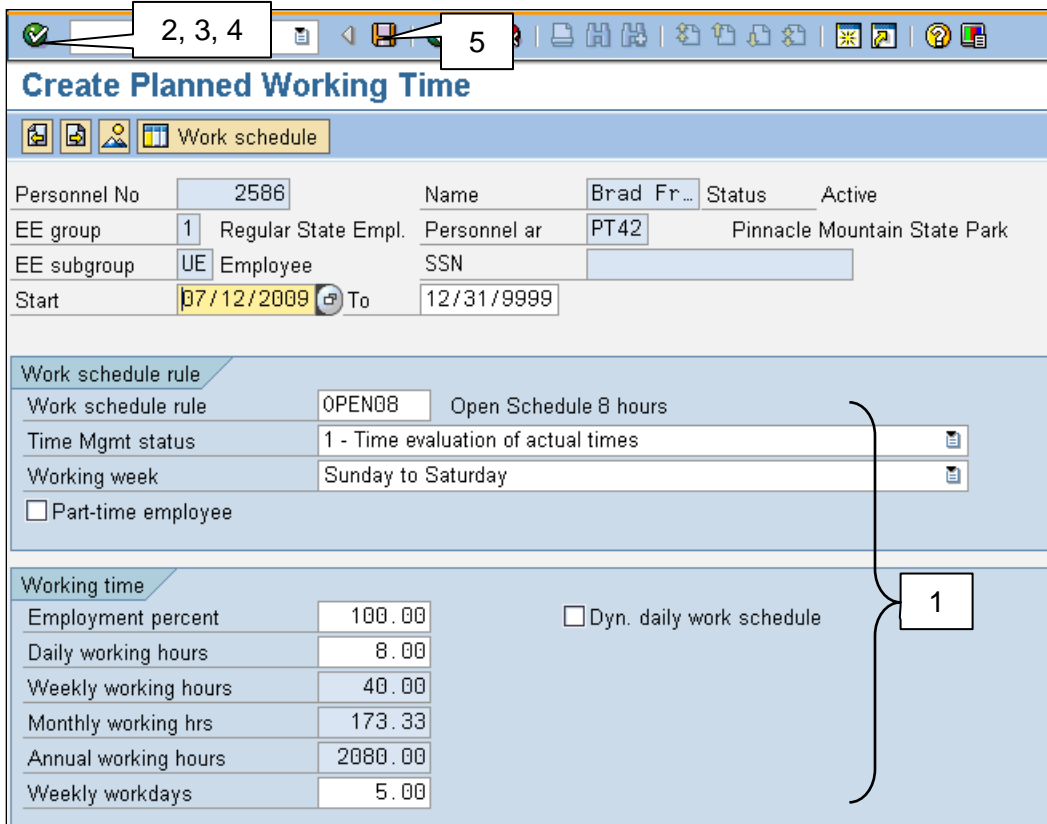
2. <Enter> . A message appears.  Attention: Please check Basic Pay infotype (0008)

3. <Enter> . The system displays this message

 Record valid from 06/28/2009 to 12/31/9999 delimited at end indicating the previous record's end date is changed.

4. <Enter>  to validate the information.

5. <Save>  to save the information.



Create Planned Working Time

Work schedule

Personnel No 2586 Name Brad Fr... Status Active

EE group 1 Regular State Empl. Personnel ar PT42 Pinnacle Mountain State Park

EE subgroup UE Employee SSN

Start 07/12/2009 To 12/31/9999

Work schedule rule

Work schedule rule OPEN08 Open Schedule 8 hours

Time Mgmt status 1 - Time evaluation of actual times

Working week Sunday to Saturday

☐ Part-time employee

Working time

Employment percent 100.00 ☐ Dyn. daily work schedule

Daily working hours 8.00

Weekly working hours 40.00

Monthly working hrs 173.33


Annual working hours 2080.00


Weekly workdays 5.00





Basic Pay (Infotype 0008)

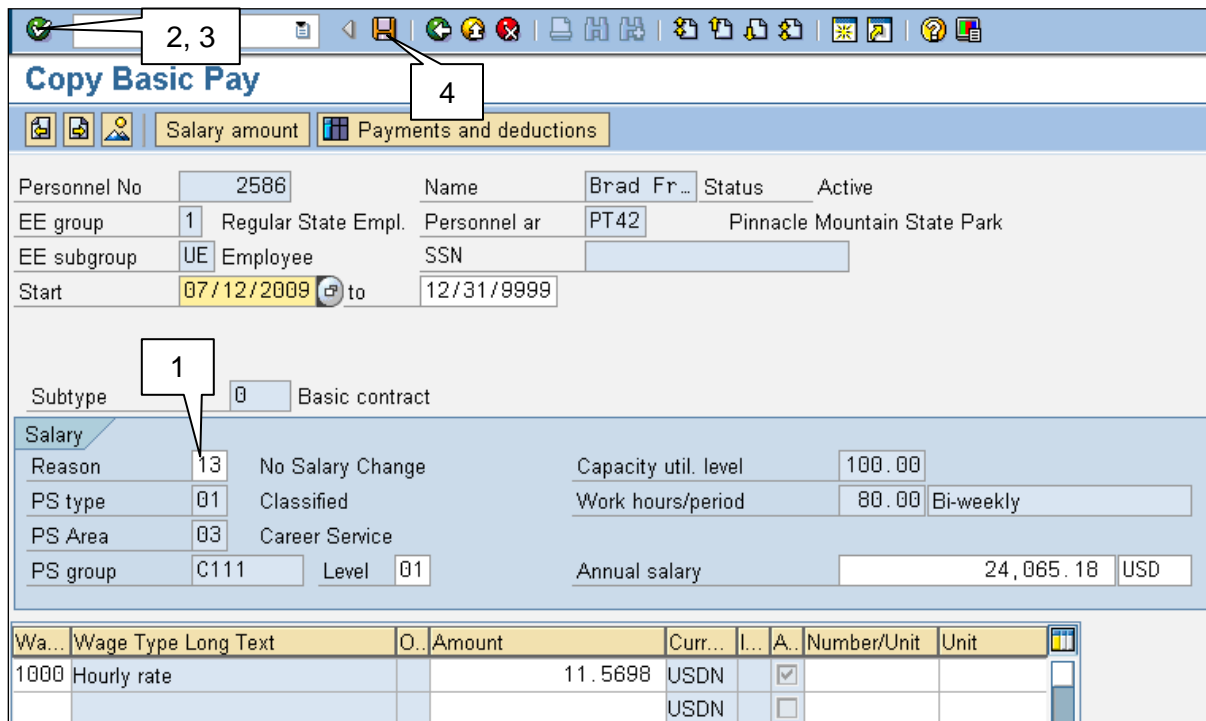
The reason code entered on this infotype combined with the reason code entered on the *Action* (IT0000), determine the appropriate salary range for the employee. When a reason code other than *No Salary Change* is used, the hourly rate may have to be entered manually.

Action Steps:

1. Select *Reason*..
2. <Enter> . A message appears.

 Annual salary will be changed to be within the rule (0013) range (24,065.18 - 40,362.82)

3. <Enter> . The system displays this message
 Record valid from 06/28/2009 to 12/31/9999 delimited at end indicating the previous record's end date is changed.
4. <Enter>  to validate the information.
5. <Save>  to save your information.



The screenshot shows the 'Copy Basic Pay' screen in SAP. Callout 1 points to the 'Reason' field (13 - No Salary Change). Callout 2 points to the 'Enter' key. Callout 3 points to the 'Enter' key. Callout 4 points to the 'Enter' key. The screen displays employee information: Personnel No 2586, Name Brad Fr..., Status Active, EE group 1 Regular State Empl., Personnel ar PT42, Pinnacle Mountain State Park, EE subgroup UE Employee, SSN, Start 07/12/2009 to 12/31/9999. The 'Subtype' is 0 Basic contract. The 'Salary' section shows Reason 13 No Salary Change, Capacity util. level 100.00, PS type 01 Classified, Work hours/period 80.00 Bi-weekly, PS Area 03 Career Service, PS group C111, Level 01, Annual salary 24,065.18 USD. The 'Wage' table shows Wage Type Long Text, O., Amount, Curr., L., A., Number/Unit, Unit.


Wage Type Long Text	O.	Amount	Curr.	L.	A.	Number/Unit	Unit
1000 Hourly rate		11.5698	USDN		<input checked="" type="checkbox"/>		
			USDN		<input type="checkbox"/>		

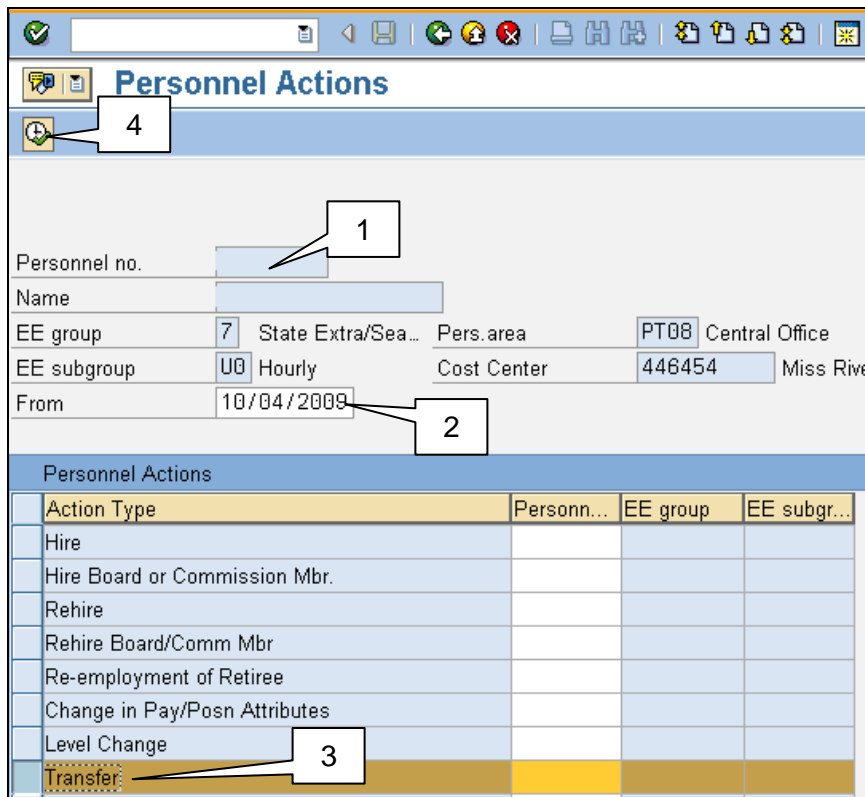
Transfer from Extra-help to Full-time Position Tutorial

When transferring an employee from an extra-help to a full-time position, the agency's benefits representative requires certain information in order to establish benefits (i.e. health plans, retirement, etc.) for the employee.

Scenario: Wilhelmina transfers from an extra-help to a full-time position within the agency.

Action Steps using transaction code PA40:

1. Enter the personnel number in the *Personnel no. field*.
2. Enter the effective date of the transfer in the *From field*.
3. Select *Transfer* from the *Personnel Actions* list.
4. <Execute> .



Personnel Actions

Personnel no. 1

Name

EE group 7 State Extra/Sea... Pers.area PT08 Central Office

EE subgroup U0 Hourly Cost Center 446454 Miss River

From 10/04/2009 2

Action Type	Personn...	EE group	EE subgr...
Hire			
Hire Board or Commission Mbr.			
Rehire			
Rehire Board/Comm Mbr			
Re-employment of Retiree			
Change in Pay/Posn Attributes			
Level Change			
Transfer			



3

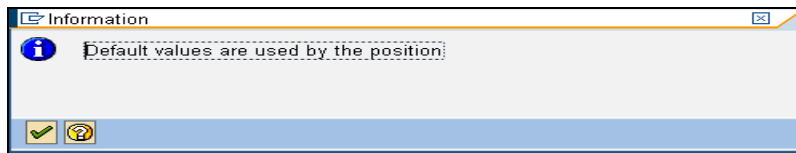
4





Actions (Infotype 0000)

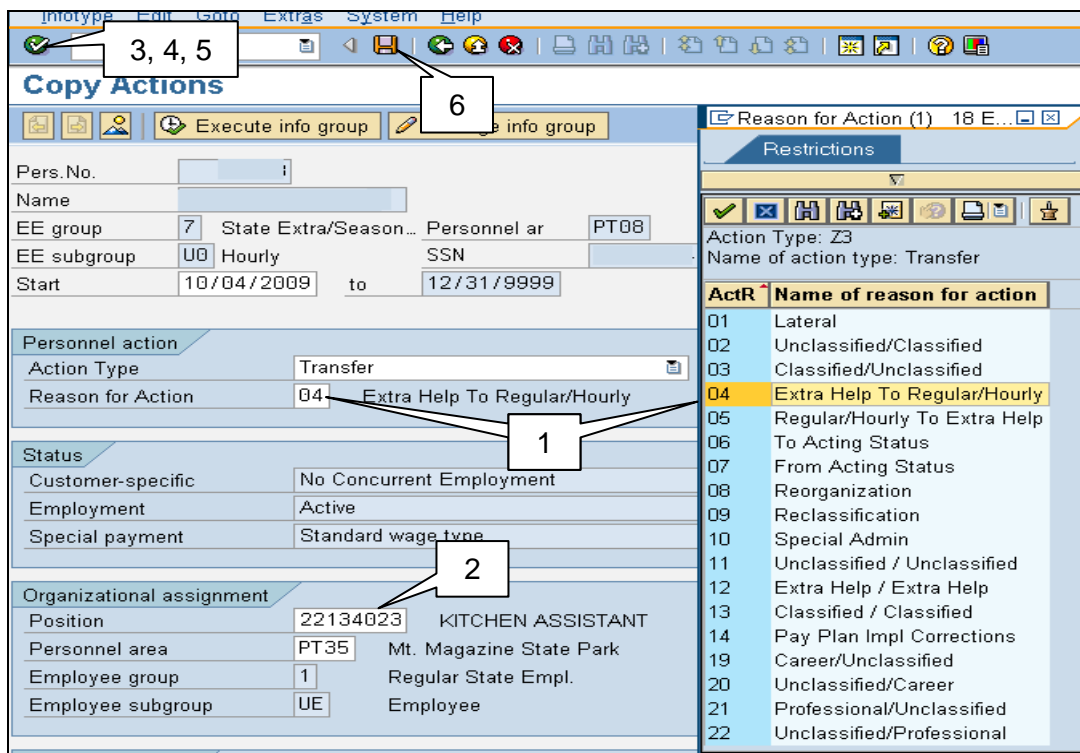
The reason code selected for *Actions* (IT0000) must correspond with the reason code selected for *Basic Pay* (IT0008.)

Action Steps:

1. Select the *Reason for Action*: 04 Extra help to Regular/Hourly.
2. Enter the new position number in the *Position* field.
3. <Enter> . The message shown below appears. <Green check mark>  to continue.



4. <Enter> . The system displays this message
 Record valid from 07/08/2009 to 12/31/9999 delimited at end indicating the previous record's end date is changed.
5. <Enter>  to validate the information.
6. <Save>  to save the information.







The screenshot shows the 'Copy Actions' screen in SAP. Callout 1 points to the 'Reason for Action' field, which is set to '04 Extra Help To Regular/Hourly'. Callout 2 points to the 'Position' field, which contains '22134023'. Callout 3, 4, 5 points to the top toolbar area. Callout 6 points to the 'Save' button in the top toolbar.

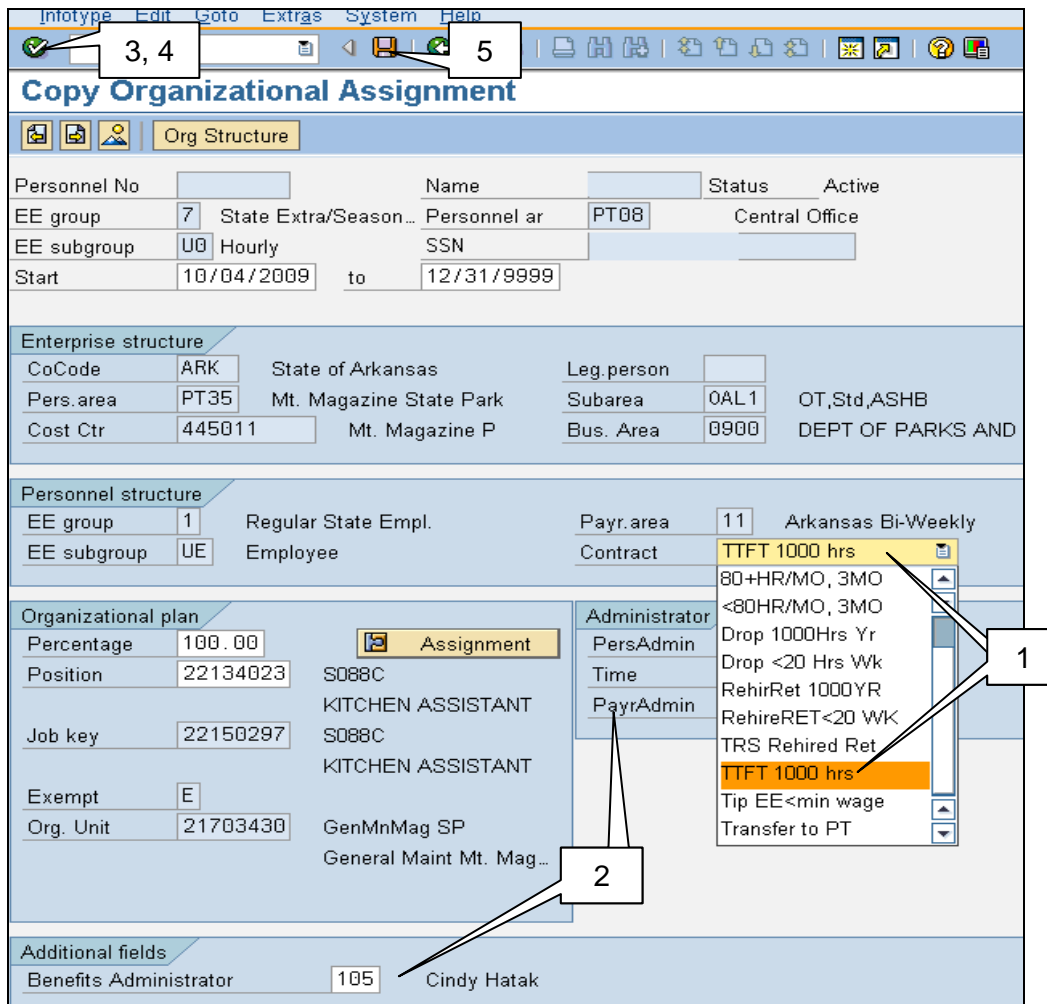
ActR	Name of reason for action
01	Lateral
02	Unclassified/Classified
03	Classified/Unclassified
04	Extra Help To Regular/Hourly
05	Regular/Hourly To Extra Help
06	To Acting Status
07	From Acting Status
08	Reorganization
09	Reclassification
10	Special Admin
11	Unclassified / Unclassified
12	Extra Help / Extra Help
13	Classified / Classified
14	Pay Plan Impl Corrections
19	Career/Unclassified
20	Unclassified/Career
21	Professional/Unclassified
22	Unclassified/Professional

Organizational Assignment (Infotype 0001)

For this infotype, the end user must select *TTFT 1000 hrs* in the *Contract* field. This selection is important, because it serves as an alert that this employee is transferring from an extra-help or part-time position into a full-time position.

Action Steps:

1. For the *Work Contract* field, select TTFT 1000 hrs.
2. Verify *PersAdmin.*, *Time*, *PayrAdmin.*, and *Benefits administrators*.
3. <Enter> . The system displays this message
 Record valid from 07/08/2009 to 12/31/9999 delimited at end indicating the previous record's end date is changed.
4. <Enter>  to validate the information.
5. <Save>  to save the information.



Copy Organizational Assignment

Org Structure

Personnel No: [] Name: [] Status: Active
 EE group: 7 State Extra/Season... Personnel ar: PT08 Central Office
 EE subgroup: U0 Hourly SSN: []
 Start: 10/04/2009 to 12/31/9999

Enterprise structure

CoCode: ARK State of Arkansas Leg.person: []
 Pers.area: PT35 Mt. Magazine State Park Subarea: 0AL1 OT,Std,ASHB
 Cost Ctr: 445011 Mt. Magazine P Bus. Area: 0900 DEPT OF PARKS AND

Personnel structure

EE group: 1 Regular State Empl. Payr.area: 11 Arkansas Bi-Weekly
 EE subgroup: UE Employee Contract: TTFT 1000 hrs

Organizational plan

Percentage: 100.00 Assignment
 Position: 22134023 S088C KITCHEN ASSISTANT
 Job key: 22150297 S088C KITCHEN ASSISTANT
 Exempt: E
 Org. Unit: 21703430 GenMnMag SP General Maint Mt. Mag...

Additional fields

Benefits Administrator: 105 Cindy Hatak


Administrators: PersAdmin, Time, PayrAdmin

Contract dropdown options:
 80+HR/MO, 3MO
 <80HR/MO, 3MO
 Drop 1000Hrs Yr
 Drop <20 Hrs Wk
 RehirRet 1000YR
 RehireRET<20 WK
 TRS Rehired Ret
 TTFT 1000 hrs
 Tip EE<min wage
 Transfer to PT




Monitor of Task (Infotype 0019)

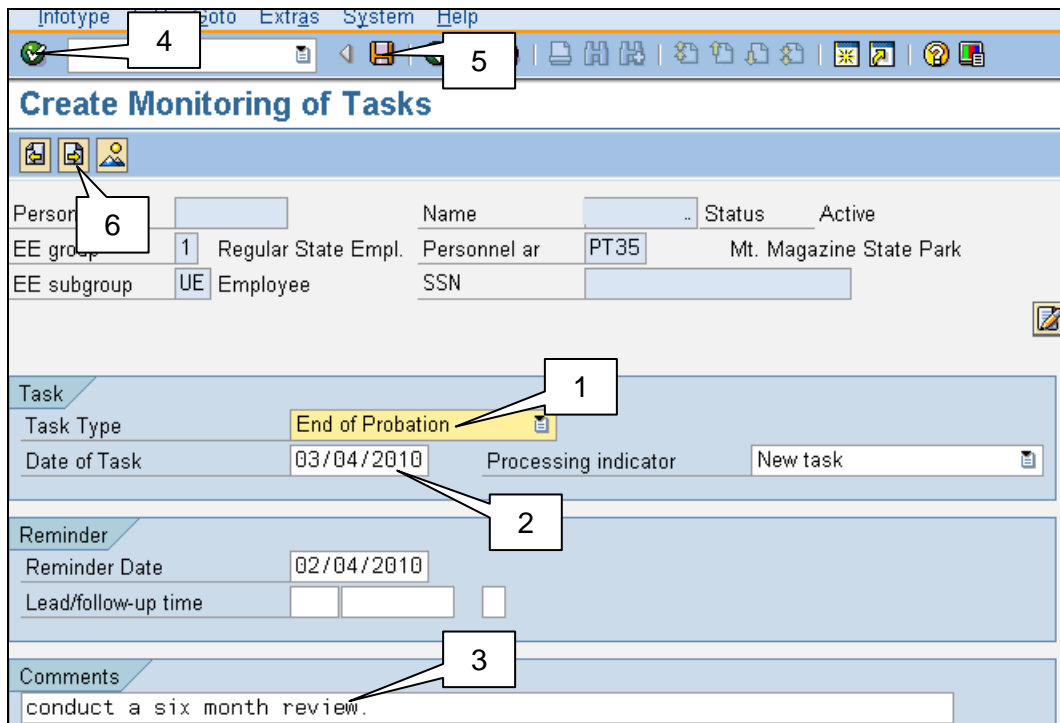
This infotype stores additional data about the employee, along with deadlines and reminder dates. Dates your agency may choose to monitor are:

- End of Probation
- Catastrophic Leave
- DROP start date and end date
- Driver's License Expiration
- End of Leave
- Performance Evaluation Date

This infotype is optional. If information is not entered, use <Next record>  to proceed to the next infotype.




Action Steps:

1. Select *Task Type*.
2. Enter end date of the probation period in *Date of Task* field. The reminder date defaults.
3. Enter *Comments*. (optional)
4. <Enter>  to validate the information.
5. <Save>  to save the information.
6. <Next record>  to complete the action.



The screenshot shows the 'Create Monitoring of Tasks' form. The form is divided into several sections: 'Person', 'Task', 'Reminder', and 'Comments'. The 'Person' section includes fields for 'EE group' (1), 'Regular State Empl.', 'Personnel ar' (PT35), 'Status' (Active), 'EE subgroup' (UE), 'Employee', and 'SSN'. The 'Task' section includes 'Task Type' (End of Probation), 'Date of Task' (03/04/2010), 'Processing indicator' (New task), and 'Lead/follow-up time'. The 'Reminder' section includes 'Reminder Date' (02/04/2010). The 'Comments' section includes a text area with the text 'conduct a six month review.'.


Numbered callouts indicate the following steps:

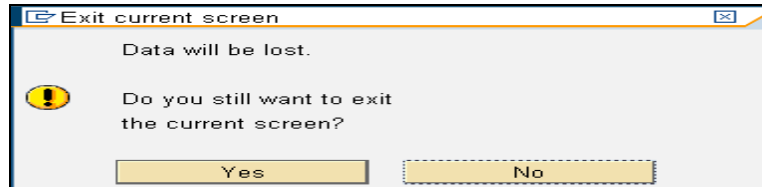
1. Select *Task Type*.
2. Enter end date of the probation period in *Date of Task* field. The reminder date defaults.
3. Enter *Comments*. (optional)
4. <Enter>  to validate the information.
5. <Save>  to save the information.
6. <Next record>  to complete the action.

Addresses (Infotype 0006)





This infotype stores the employee's address information. If the business address of the employee changes, be sure to save this screen so that the address data records are updated with the new address.



If information is not entered, click <Next record> . Click Yes to continue to the next screen.



Action Steps for changes:

1. Review and make required corrections.
2. <Enter> . The system displays this message
 Record valid from 07/08/2009 to 12/31/9999 delimited at end indicating the previous record's end date is changed.
3. <Enter>  to validate the information.
4. <Save>  to save the information.

Copy Addresses

Personnel No Name Status

EE group Regular State Empl. Personnel ar Mt. Magaz

EE subgroup UE Employee SSN

Start 10/04/2009 to 12/31/9999

Address

Address type Business address

c/o

Address line 1 16878 Highway 309 South

Address line 2

City/county Paris

State/zip code AR Arkansas 72855


Country Key USA

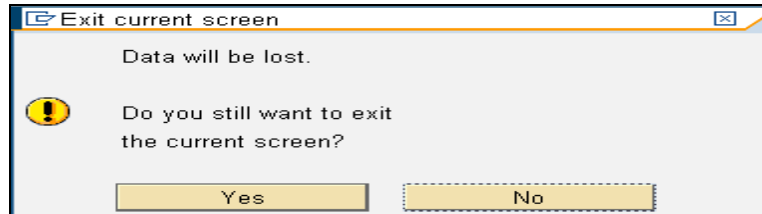
Telephone Number

Unemployment State (Infotype 0209)





This infotype displays only if the business address infotype is saved. It is used in the payment of unemployment insurance for the employee.



If information is not entered, click <Next record> . Click Yes to continue to the next screen.



Action Steps for changes:

1. Select the current state code in the *Tax authority* field.
2. <Enter> . The system displays this message
 Record valid from 07/08/2009 to 12/31/9999 delimited at end indicating the previous record's end date is changed.
3. <Enter>  to validate the information.
4. <Save>  to save the information.


Personnel No	Name	Status	Active
EE group 1 Regular State Empl.	Personnel ar PT35	Mt. Magazine State	
EE subgroup UE Employee	SSN		
Start 10/04/2009 to 12/31/9999			

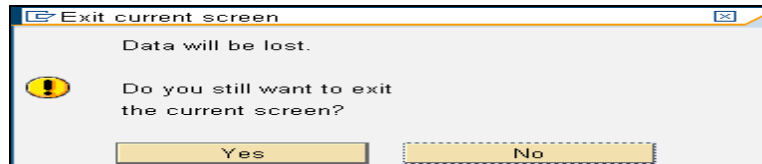
Unemployment data	
Tax authority	AR Arkansas
Worksite	

Addresses (Infotype 0006)

This infotype stores the permanent residence address for the employee.




If information is not entered, click <Next record> . Click Yes to continue to the next screen.




Action Steps for address changes:

1. Review and make required corrections.

2. <Enter> . The system displays this message

 Record valid from 07/08/2009 to 12/31/9999 delimited at end indicating the previous record's end date is changed.

3. <Enter>  to validate the information.

4. <Save>  to save the information.

Copy Addresses

Personnel No: [] Name: [] Status: Active
 EE group: 1 Regular State Empl. Personnel ar: PT35 Mt. Magazine State
 EE subgroup: UE Employee SSN: []
 Start: 10/04/2009 to 12/31/9999







Address

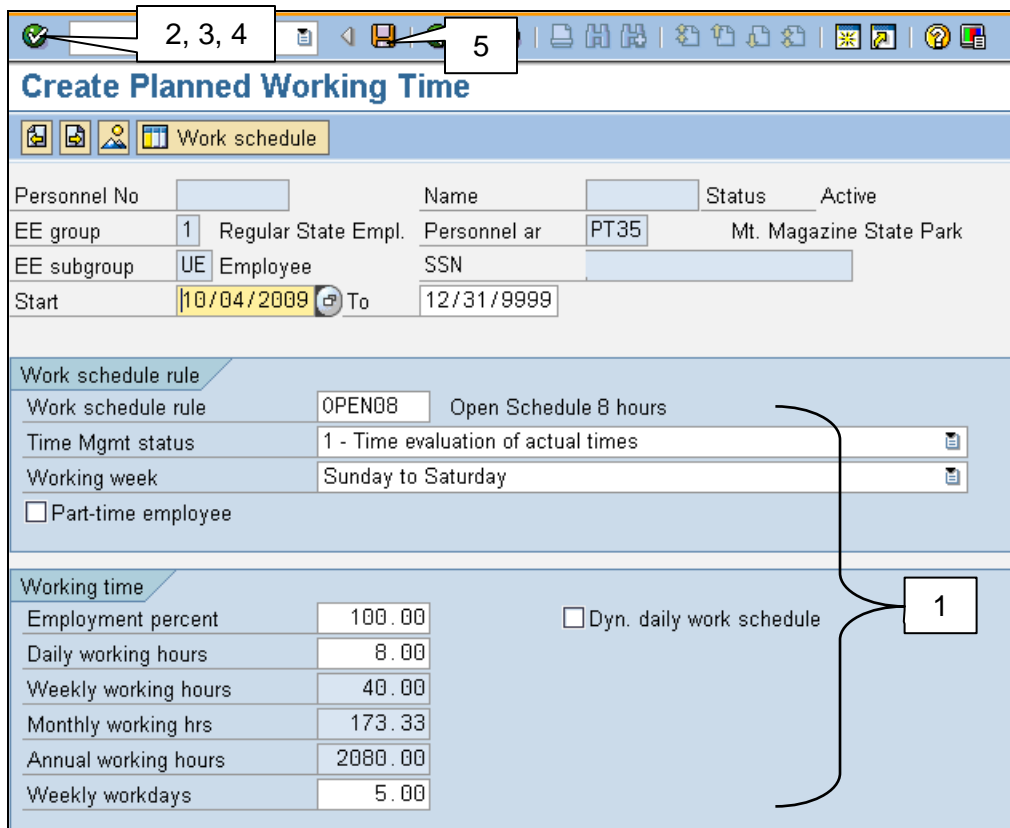
Address type: Permanent residence
 c/o: []
 Address line 1: 235 Sly Fox Lane
 Address line 2: []
 City/country: Paris
 State/zip code: AR Arkansas 72855
 Country Key: USA
 Telephone Number: []

Planned Work Time (Infotype 0007)

This infotype is used in processing payroll as well as maintaining information relating to the employee's work schedule and working time.

Action Steps:

1. Verify the information.
2. <Enter> . A message appears.  Attention: Please check Basic Pay infotype (0008)
3. <Enter> . The system displays this message
 Record valid from 07/08/2009 to 12/31/9999 delimited at end indicating the previous record's end date is changed.
4. <Enter>  to validate the information.
5. <Save>  to save the information.



Create Planned Working Time

Work schedule

Personnel No		Name		Status	Active
EE group	1	Regular State Empl.	Personnel ar	PT35	Mt. Magazine State Park
EE subgroup	UE	Employee	SSN		
Start	10/04/2009	To	12/31/9999		

Work schedule rule

Work schedule rule	OPEN08	Open Schedule 8 hours
Time Mgmt status	1 - Time evaluation of actual times	
Working week	Sunday to Saturday	
<input type="checkbox"/> Part-time employee		

Working time

Employment percent	100.00	<input type="checkbox"/> Dyn. daily work schedule
Daily working hours	8.00	
Weekly working hours	40.00	
Monthly working hrs	173.33	
Annual working hours	2080.00	
Weekly workdays	5.00	


Basic Pay (Infotype 0008)

This infotypes reason code, combined with the reason code entered on *Actions* (IT0000), determines the appropriate salary range for this type of action.


Action Steps:

1. Enter the reason code: *01 Within Range*.

2. <Enter> . A message appears.

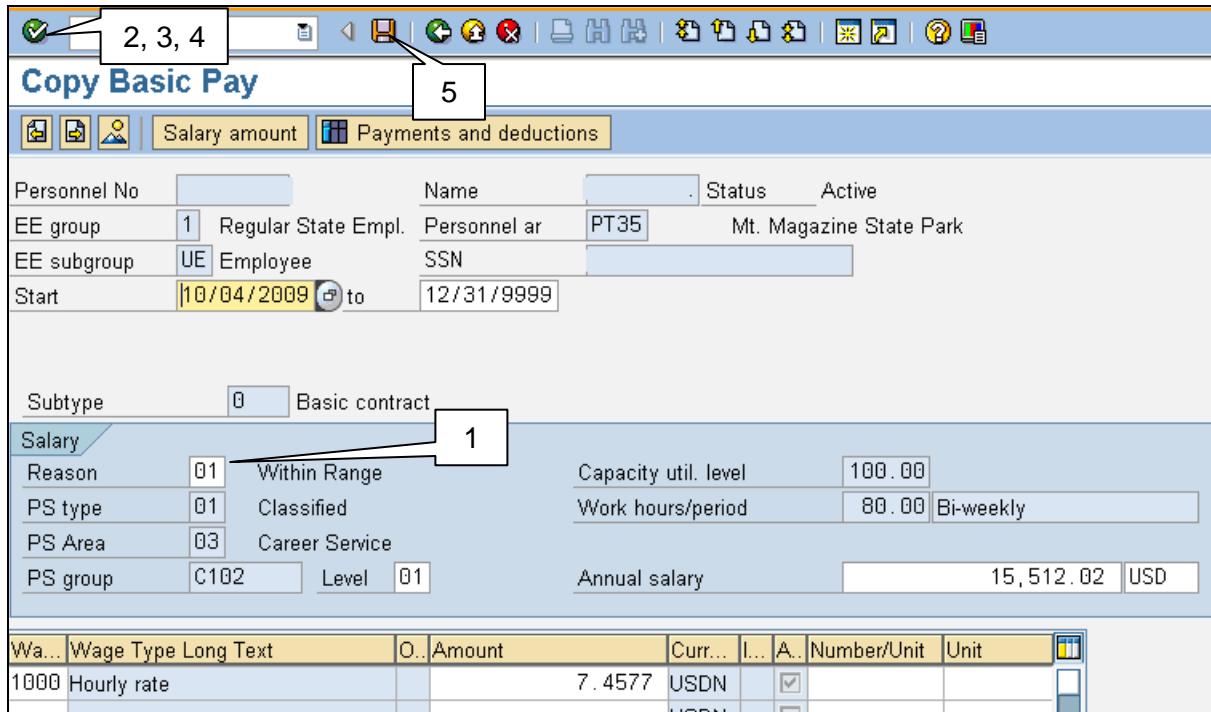
 Annual salary will be changed to be within the rule (0001) range (15,512.02 - 23,053.89)

3. <Enter> . The system displays this message

 Record valid from 07/08/2009 to 12/31/9999 delimited at end indicating the previous record's end date is changed.

4. <Enter>  to validate the information.

5. <Save>  to return to Personnel Actions screen.



Copy Basic Pay

Personnel No Name Status Active

EE group 1 Regular State Empl. Personnel ar PT35 Mt. Magazine State Park

EE subgroup UE Employee SSN

Start 10/04/2009 to 12/31/9999

Subtype 0 Basic contract

Salary

Reason 01 Within Range Capacity util. level 100.00

PS type 01 Classified Work hours/period 80.00 Bi-weekly

PS Area 03 Career Service

PS group C102 Level 01 Annual salary 15,512.02 USD

Wa...	Wage Type Long Text	O..	Amount	Curr...	I...	A..	Number/Unit	Unit
1000	Hourly rate		7.4577	USDN		<input checked="" type="checkbox"/>		
				USDN		<input type="checkbox"/>		

You have completed the Transfer action.

Date Specification (Infotype 0041)

After completing the Transfer, Date type ZT -*Transfer to FT/PT* date record is automatically added to *Date Specifications* (IT0041). Do not delete this record because it is used by Benefits!

Display Date Specifications

Personnel No: [] Name: [] Status: Active

EE group: 1 Regular State Empl. Personnel ar: PT35 Mt. Magazine State Park

EE subgroup: UE Employee SSN: []

Start: 10/04/2009 to: 12/31/9999 Chng: []

Date Specifications	
Date type	Date
Z1 Original Hire Date	07/08/2009
Z3 Latest Hire Date	07/08/2009
ZT Transfer to FT/PT	10/04/2009

Transfer from Full-time to Extra-help Position

When an employee moves from a full-time to an extra-help position, the transfer process differs on three infotypes as shown below.

- *Actions* (IT0000): Select reason code *05 Regular/Hourly to Extra Help*.
- *Organizational Assignment* (IT0001): In the *Contract* field, be sure to select *Transfer to PT* because this employee is transferring from a full-time to an extra-help position.
- *Basic Pay* (IT0008): Select reason code *01 Within Range*.
- A *Transfer to FT/PT* date record is automatically added to *Date Specification* (IT0041). Do not delete this record because it is used by Benefits!

Job Sharing

Job sharing occurs when one position is divided between two people performing the same duties. All extra-help positions must be crossgraded in AASIS before the personnel administration action can be processed. The crossgrade transaction attaches a legitimate job code to the position. If the extra-help position is not crossgraded before the personnel administration action is processed, the employee is not paid accurately. For the purpose of job sharing, set up the position so both employees are assigned to the same position number.

For example: Misti and Jeff are sharing a position at Lake Dardanelle. During the hire process, the information is entered as usual for each person. Organizational Assignment (IT0001) and Planned Working Time (IT0007) require close attention.

Organizational Assignment (Infotype 0001)

The same position number is used for both individuals.

For Misti (personnel number 2610):

Create Organizational Assignment			
Org Structure			
Personnel No	2610	Status	Active
Start	06/03/2008	to	12/31/9999
SSN	999863791		
Enterprise structure			
CoCode	ARK	State of Arkansas	Leg.person
Pers.area	PT25	Lake Dardanelle State Park	Subarea
Cost Ctr	443657	MIS Equip Trfs 986	Bus. Area
		0AL1	OT,Std,ASHB
		0900	DEPT OF PARKS AND T
Personnel structure			
EE group	1	Regular State Empl.	Payr.area
EE subgroup	UE	Employee	Contract
		11	Arkansas Bi-Weekly
		1000	Hours/Year
Organizational plan			
Percentage	100.00	Assignment	
Position	22892275	K008	
		PRKS & TRSM ADMIN...	
Job key	21669731	K008	
		PRKS & TRSM ADMIN...	
Exempt	N		
Org. Unit	21703529	GenAdDar GR	
		General Admin Lake ...	
Administrator			
PersAdmin	101		
Time	104		
PayrAdmin	101		

For Jeff (personnel number 2611):

Create Organizational Assignment			
Org Structure			
Personnel No	2611	Status	Active
Start	06/03/2008	to	12/31/9999
SSN	999751489		
Enterprise structure			
CoCode	ARK	State of Arkansas	Leg.person
Pers.area	PT25	Lake Dardanelle State Park	Subarea
Cost Ctr	443657	MIS Equip Trfs 986	Bus. Area
		0AL1	OT,Std,ASHB
		0900	DEPT OF PARKS AND
Personnel structure			
EE group	1	Regular State Empl.	Payr.area
EE subgroup	UE	Employee	Contract
		11	Arkansas Bi-Weekly
		1000	Hours/Year
Organizational plan			
Percentage	100.00	Assignment	
Position	22892275	K008	
		PRKS & TRSM ADMIN...	
Job key	21669731	K008	
		PRKS & TRSM ADMIN...	
Exempt	N		
Org. Unit	21703529	GenAdDar GR	
		General Admin Lake ...	
Administrator			
PersAdmin	101	Skip Moseley	
Time	104	Cindy Hatak	
PayrAdmin	101	Skip Moseley	

Planned Working Time (Infotype 0007)

When processing the personnel action (PA40) for the job-share employee, the person with the role of Agency Personnel Management must adjust the *Employment Percentage* field on the Planned Working Time (IT0007). Otherwise, an overpayment occurs if the employee is in an exempt position, and annual and sick time is accrued incorrectly.

For Misti (personnel number 2610):

Change Planned Working Time


Work schedule

Personnel No: 2610 Name: Misti L... Status: Active
 EE group: 1 Regular State Em... Personnel ar: PT25 Lake Dardanelle State Park
 EE subgroup: UE Employee SSN: 999-86-3791
 Start: 06/03/2008 To: 12/31/9999 Chg.: 06/09/2008 LMFL0YD01

Work schedule rule
 Work schedule rule: OPEN08 Open Schedule 8 hours
 Time Mgmt status: 1 - Time evaluation of actual times
 Working week: Sunday to Saturday
☒ Part-time employee

Working time
 Employment percent: 50.00 ☒ Dyn. daily work schedule
 Daily working hours: 4.00
 Weekly working hours: 20.00
 Monthly working hrs: 86.67
 Annual working hours: 1040.00
 Weekly workdays: 5.00

For Jeff (personnel number 2611):

After the position number is entered for the second person, a message appears  Position is currently occupied. This means the position is not set up for job share, and OPM Class and Comp must be contacted.

Create Planned Working Time

Work schedule

Personnel No: 2611 Name: Jeff Mu... Status: Active
 EE group: 1 Regular State Em... Personnel ar: PT25 Lake Dardanelle State Park
 EE subgroup: UE Employee SSN: 999-75-1489
 Start: 06/03/2008 To: 12/31/9999

Work schedule rule
 Work schedule rule: OPEN08 Open Schedule 8 hours
 Time Mgmt status: 1 - Time evaluation of actual times
 Working week: Sunday to Saturday
☒ Part-time employee

Working time
 Employment percent: 50.00 ☒ Dyn. daily work schedule
 Daily working hours: 4.00
 Weekly working hours: 20.00
 Monthly working hrs: 86.67
 Annual working hours: 1040.00
 Weekly workdays: 5.00


COLA: Cost of Living Adjustment (Infotype 0380)

This procedure demonstrates how to use *PA30* to display the Compensation Adjustment (IT0380) for the annual cost of living adjustment (COLA.) COLA takes effect annually on July 1 and is based on the employee's annual salary as of June 30.



Do not attempt to delete the COLA records! If you need assistance maintaining or updating COLA records, contact OPM.

Action Steps using *PA30*:

1. Enter the *Personnel number*.
2. Enter *0380 (Compensation Adjustment)* in the infotype direct selection field and press Enter on the keyboard.
3. <Overview>  .

The screenshot shows the SAP PA30 interface for maintaining HR master data. The 'Personnel no.' field is set to 2607. The 'Name' field is set to Molly DuKane. The 'EE group' is set to 1 Regular State E... and the 'Pers. area' is set to PT13 Daisy State Park. The 'EE subgroup' is set to UE Employee and the 'Cost Center' is set to 443657 MIS Equip Trfs 9... The 'Personal Data' tab is selected. The 'Infotype text' field is set to E.. The 'Period' section has the 'Current Period' radio button selected. The 'Direct selection' section has the 'Compensation Adjustment' text entered in the 'Infotype' field.

Compensation Adjustment (Infotype 0380)

4. Select the record with a valid date to view COLA percentage and amounts.
5. On the Menu bar, click *Edit* and select *Choose*.

The screenshot shows the SAP Infotype 0380 menu and table. The menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The 'Edit' menu is open, showing options: 'Choose' (F2), 'Select/deselect all', 'Create', 'Change', 'Copy', 'Delimit', 'Delete', 'Lock/Unlock', and 'Cancel' (F12). The table below has columns: 'Adjust. reason', 'Adjustment type', 'Planning Status', and 'Start Date'.

Adjust. reason	Adjustment type	Planning Status	Start Date
Annual COLA adjustments	Cost of Living Adjust.	Active	07/01/2008
Pay Plan Implementation	Pay Plan Implement	Active	06/28/2008

6. The following screen appears and displays the pay increase.

The screenshot shows the 'Display Compensation Adjustment' screen. It displays employee details for Molly D... (Personnel No. 2607, PT13, Daisy State Park). The adjustment type is 'COLA' (Cost of Living Adjustme...) with an effective date of 07/01/2008. The basic pay is ASAL, 20,543.1200 USDN, annually. The table below shows the wage increase details.

WT	Wage Type	Amount	% increase
1050	Salary increase	410.8000	2.00


Total : 410.8000 2.00 0.00

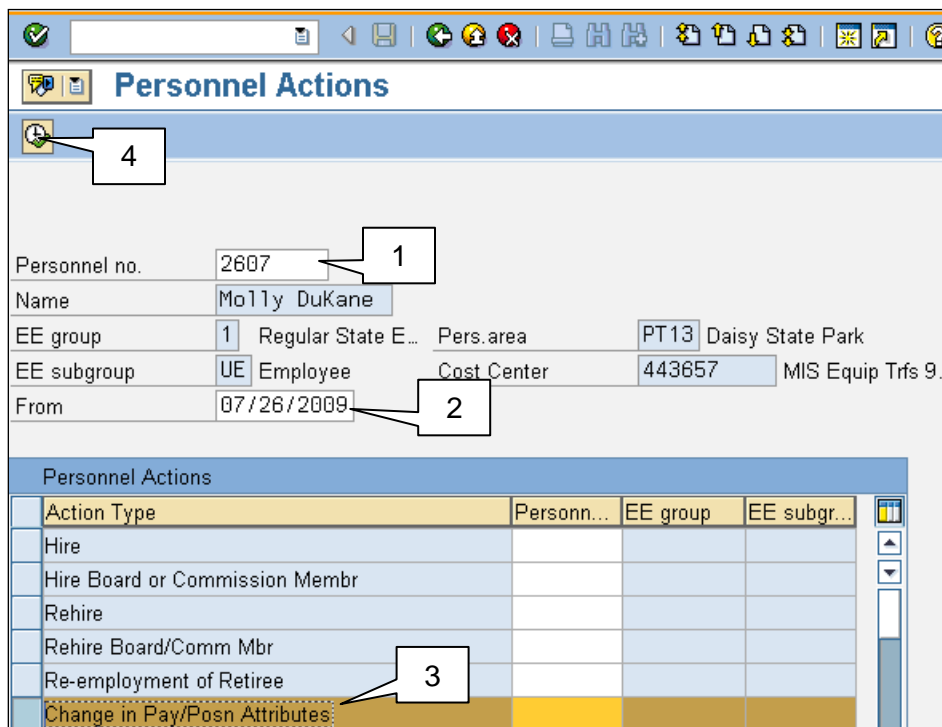
Changing the Personnel Area

The personnel area is to be changed only after OPM/Class and Comp has processed the change to the position. In order to verify that the personnel area has been changed, contact the State Org. and Comp. Specialist.

The effective date must not be earlier than the beginning of the first pay period of the fiscal year. (Consult the Bi-Weekly Schedule of Pay Periods for pay period begin dates.) If master data requires correction beyond the current fiscal year, the agency must send a request with justification for approval by OPM.

Action Steps using PA40:

1. Enter the *Personnel no.*
2. Enter the *From* date.
3. Select *Change in Pay/Posn Attributes*.
4. < Execute> .



The screenshot shows the Personnel Actions (PA40) screen. The title bar reads "Personnel Actions". The main form contains the following fields:





- Personnel no.: 2607 (Callout 1)
- Name: Molly DuKane
- EE group: 1 Regular State E... Pers.area: PT13 Daisy State Park
- EE subgroup: UE Employee Cost Center: 443657 MIS Equip Trfs 9...
- From: 07/26/2009 (Callout 2)

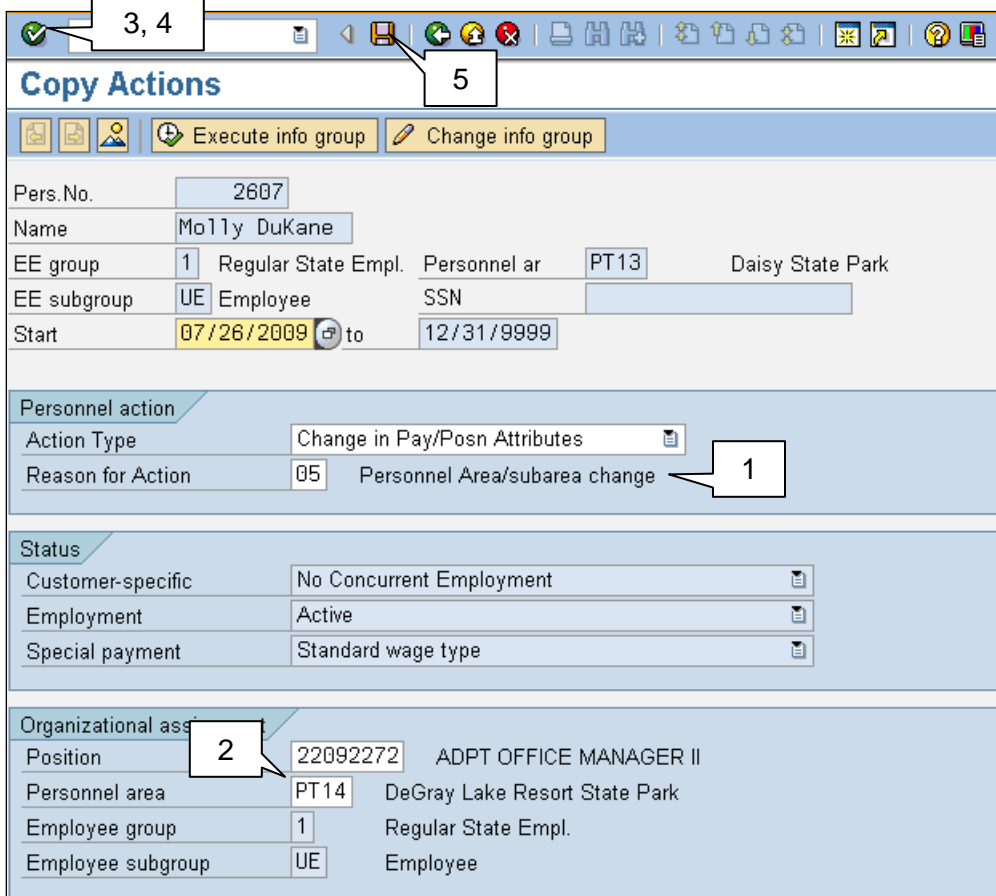
Below the form is a table titled "Personnel Actions" with the following columns: Action Type, Personn..., EE group, and EE subgr... (Callout 3 points to the "Change in Pay/Posn Attributes" row).

Action Type	Personn...	EE group	EE subgr...
Hire			
Hire Board or Commission Membr			
Rehire			
Rehire Board/Comm Mbr			
Re-employment of Retiree			
Change in Pay/Posn Attributes			

Callout 4 points to the "Execute" button (a green circle with a white arrow) in the top left corner of the screen.

Actions (Infotype 0000)

1. Under *Reason for Action*, select *Personnel Area/subarea change* from the drop-down list.
2. Enter the correct *personnel area*.
3. <Enter> . The system displays this message
 Record valid from 06/28/2009 to 12/31/9999 delimited at end indicating the previous record's end date is changed.
4. <Enter>  to validate the information.
5. <Save>  to save the information.



Copy Actions

Execute info group | Change info group

Pers.No. 2607
 Name Molly DuKane
 EE group 1 Regular State Empl. Personnel ar PT13 Daisy State Park
 EE subgroup UE Employee SSN
 Start 07/26/2009 to 12/31/9999





Personnel action
 Action Type Change in Pay/Posn Attributes
 Reason for Action 05 Personnel Area/subarea change

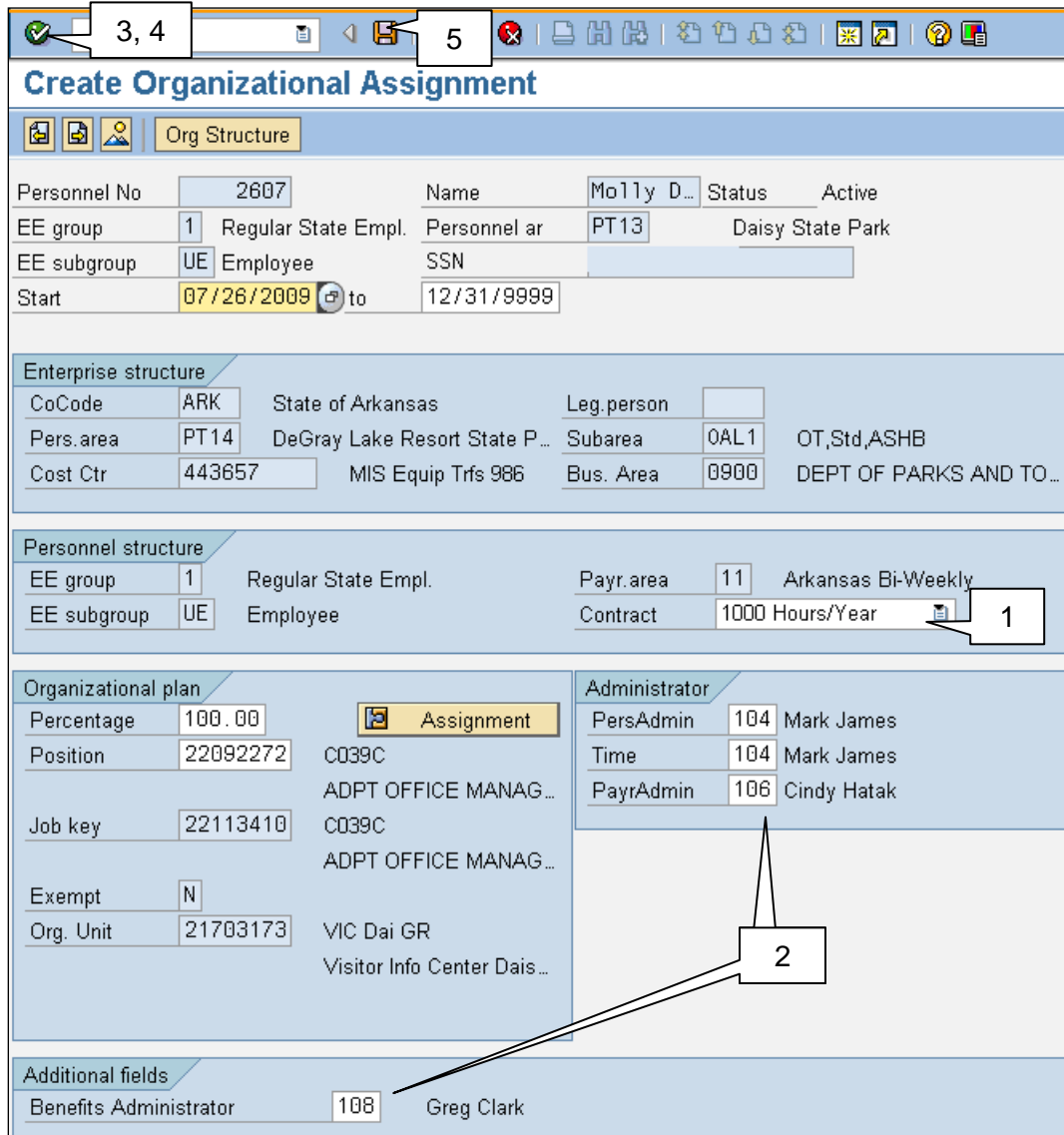
Status
 Customer-specific No Concurrent Employment
 Employment Active
 Special payment Standard wage type

Organizational assignment
 Position 22092272 ADPT OFFICE MANAGER II
 Personnel area PT14 DeGray Lake Resort State Park
 Employee group 1 Regular State Empl.
 Employee subgroup UE Employee

Organizational Assignment (Infotype 0001)

You must save this infotype screen in order for the change to become effective.

1. Enter the *work contract*.
2. Enter the *administrators*.
3. <Enter> . The system displays this message
 Record valid from 06/28/2009 to 12/31/9999 delimited at end indicating the previous record's end date is changed.
4. <Enter>  to validate the information.
5. <Save>  to save the information.



The screenshot shows the SAP 'Create Organizational Assignment' screen. The interface includes a top toolbar with icons for navigation and actions. The main area is divided into several sections:

- Org Structure:** Contains fields for Personnel No (2607), Name (Molly D...), Status (Active), EE group (1 Regular State Empl.), Personnel ar (PT13), Daisy State Park, EE subgroup (UE Employee), SSN, and Start date (07/26/2009 to 12/31/9999).
- Enterprise structure:** Contains fields for CoCode (ARK), State of Arkansas, Leg. person, Pers. area (PT14), DeGray Lake Resort State P..., Subarea (0AL1), OT,Std,ASHB, Cost Ctr (443657), MIS Equip Trfs 986, Bus. Area (0900), and DEPT OF PARKS AND TO...
- Personnel structure:** Contains fields for EE group (1 Regular State Empl.), Payr. area (11 Arkansas Bi-Weekly), EE subgroup (UE Employee), and Contract (1000 Hours/Year).
- Organizational plan:** Contains fields for Percentage (100.00), Position (22092272 C039C ADPT OFFICE MANAG...), Job key (22113410 C039C ADPT OFFICE MANAG...), Exempt (N), and Org. Unit (21703173 VIC Dai GR Visitor Info Center Dais...).
- Administrator:** Contains fields for PersAdmin (104 Mark James), Time (104 Mark James), and PayrAdmin (106 Cindy Hatak).
- Additional fields:** Contains fields for Benefits Administrator (108 Greg Clark).

Numbered callouts are present on the screen:

- Callout 1 points to the 'Contract' field in the Personnel structure section.
- Callout 2 points to the 'Administrator' section.
- Callout 3, 4 points to the top toolbar.
- Callout 5 points to the 'Save' icon in the top toolbar.

Planned Working Time (Infotype 0007)

Changing an employee's personnel area does not affect the employee's planned worked time.



Do not change the information on this screen!

1. <Next record>

Create Planned Working Time

Personnel No. 2607 Name Molly D... Status Active

EE group 1 Regular State Empl. Personnel ar PT14 DeGray Lake Resort State Park

EE subgroup UE Employee SSN

Start 07/26/2009 To 12/31/9999

Work schedule rule

Work schedule rule OPEN08

Time Mgmt status 1 - Time evaluation of actual times

Working week Sunday to Saturday

☐ Part-time employee

Working time

Employment percent 100.00 ☐ Dyn. daily work schedule

Daily working hours

Weekly working hours 0.00

Monthly working hrs 0.00

Annual working hours 0.00

Weekly workdays

Basic Pay (Infotype 0008)

Changing the employee's personnel area does not affect the employee's Basic Pay.



Do not change the information on this screen!

1. <Next record>

Copy Basic Pay

Personnel No. 2607 Name Molly D... Status Active

EE group 1 Regular State Empl. Personnel ar PT14 DeGray Lake Resort State Park

EE subgroup UE Employee SSN

Start 07/26/2009 to 12/31/9999

Subtype 0 Basic contract

Salary

Reason ☒ Capacity util. level 100.00

PS type 01 Classified Work hours/period 80.00 Bi-weekly

PS Area 03 Career Service

PS group C114 Level 01 Annual salary 27,858.06 USD


Wage Type Long Text	O.. Amount	Curr...	I...	A.. Number/Unit	Unit
1000 Hourly rate	13.3933	USDN	<input checked="" type="checkbox"/>		
		USDN	<input type="checkbox"/>		

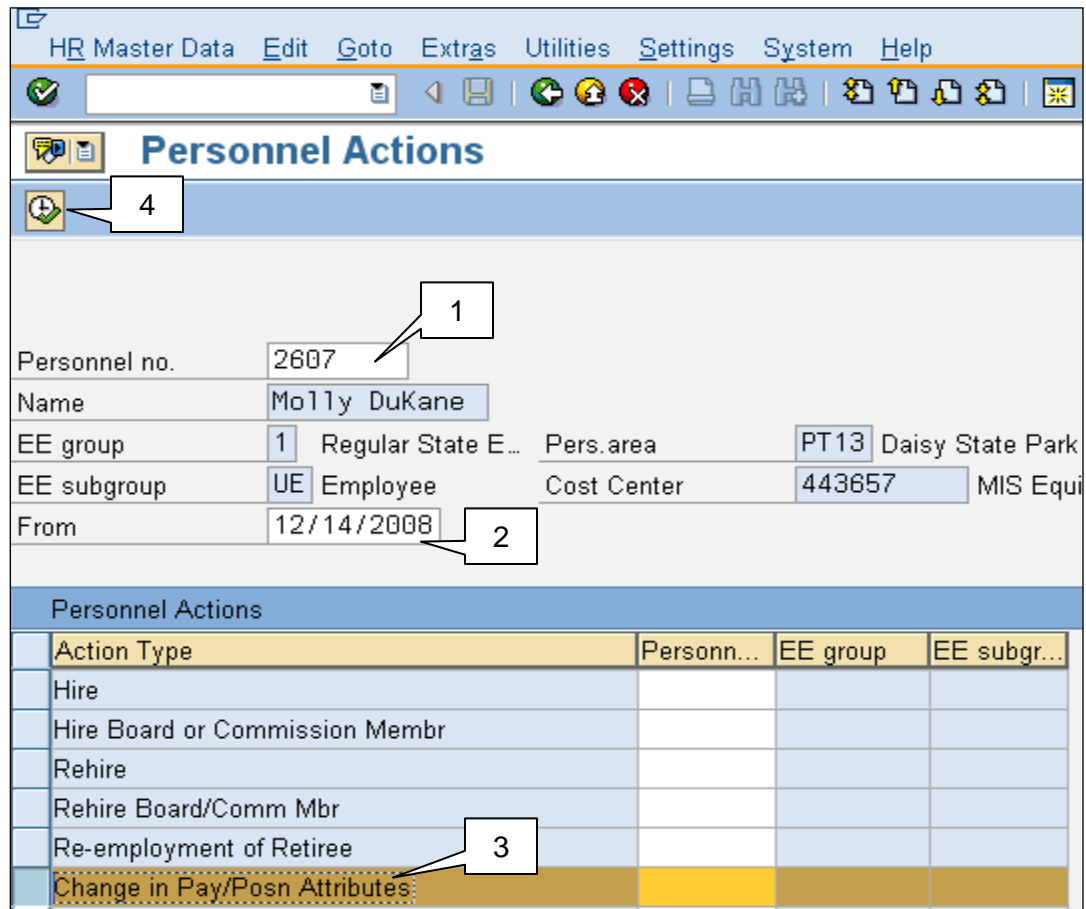
Changing the Personnel Subarea

To change the personnel subarea, the agency must submit Exempt Job Analysis Questionnaire or Nonexempt Job Questionnaire to OPM/Class and Comp. If OPM approves and processes the personnel subarea change on the position, the Agency Personnel Management must update the infotype records.

The agency must verify with the agency's Org. and Comp. Specialist that the effective data used by OPM/Class and Comp is the beginning of the current pay period. If it is, enter that date in the *From* field. If the effective data OPM used is prior to the current pay period, enter the beginning date of the current pay period in the field. Failure to do so results in a payroll error.

Action Steps using PA40:

1. Enter the *Personnel no.*
2. Enter *From* date.
3. Select *Change in Pay/Posn Attributes*.
4. <Execute> .



HR Master Data Edit Goto Extras Utilities Settings System Help

Personnel Actions

4

Personnel no. 2607 1

Name Molly DuKane

EE group 1 Regular State E... Pers.area PT13 Daisy State Park





EE subgroup UE Employee Cost Center 443657 MIS Equi

From 12/14/2008 2

Action Type	Personn...	EE group	EE subgr...
Hire			
Hire Board or Commission Membr			
Rehire			
Rehire Board/Comm Mbr			
Re-employment of Retiree			
Change in Pay/Posn Attributes			

3

Actions (Infotype 0000)

1. For *Reason for action*, select *Personnel Area/subarea change*.
2. <Enter> . The system displays this message
 Record valid from 05/05/2008 to 12/31/9999 delimited at end indicating the previous record's end date is changed.
3. <Enter>  to validate information.
4. <Save>  to save the information.

Infotype Edit Goto Extras System Help

2, 3 4

Copy Actions

Execute info group Change info group

Pers.No. 2607

Name Molly DuKane

EE group 1 Regular State Empl. Personnel ar PT13 Daisy State Park

EE subgroup UE Employee SSN 999-78-1543

Start 12/14/2008 to 12/31/9999

Personnel action

Action Type Change in Pay/Posn Attributes

Reason for Action 05 Personnel Area/subarea change 1

Status

Customer-specific No Concurrent Employment

Employment Active

Special payment Standard wage type

Organizational assignment

Position 22092272 PRKS & TRSM ADMIN SUPPORT


Personnel area PT13 Daisy State Park


Employee group 1 Regular State Empl.

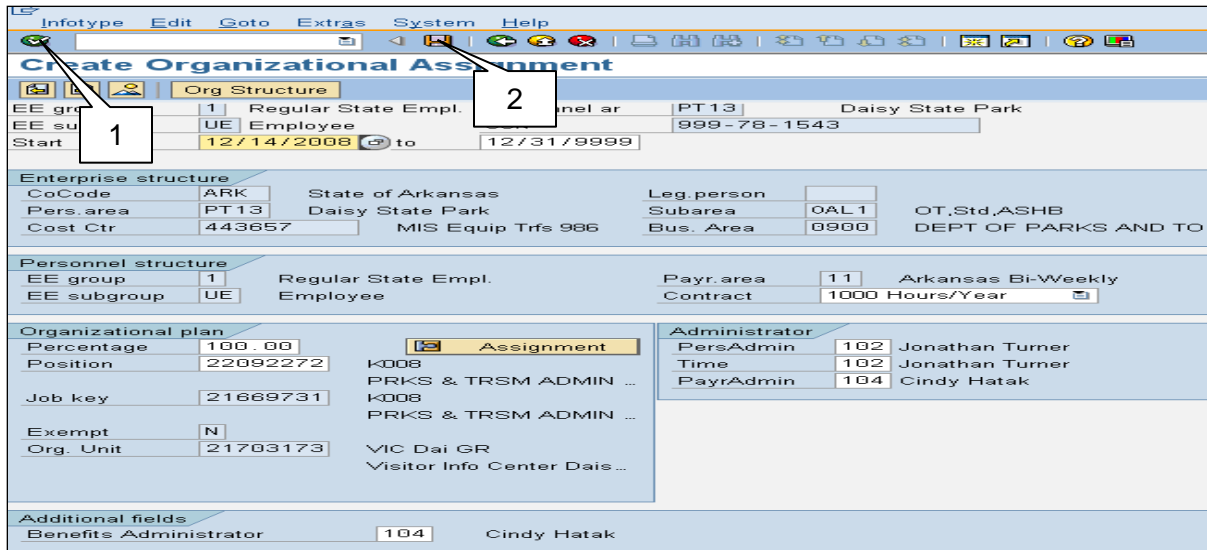
Employee subgroup UE Employee

Organizational Assignment (Infotype 0001)

You **MUST** save this screen in order for the change to be effective. Notice that the employee's subarea field is changed.

1. <Enter>  to validate the information.

2. <Save>  to save the information.



Create Organizational Assignment

Org Structure

EE group: 1 Regular State Empl. Personnel ar: PT13 Daisy State Park
 EE subgroup: UE Employee SSN: 999-78-1543
 Start: 12/14/2008 To: 12/31/9999

Enterprise structure

CoCode: ARK State of Arkansas Leg. person: Subarea: OAL1 OT,Std,ASHB
 Pers.area: PT13 Daisy State Park Bus. Area: 0900 DEPT OF PARKS AND TO
 Cost Ctr: 443657 MIS Equip Trfs 986

Personnel structure

EE group: 1 Regular State Empl. Payr.area: 11 Arkansas Bi-Weekly
 EE subgroup: UE Employee Contract: 1000 Hours/Year

Organizational plan

Percentage: 100.00 Assignment
 Position: 22092272 K008 PRKS & TRSM ADMIN ...
 Job key: 21669731 K008 PRKS & TRSM ADMIN ...
 Exempt: N
 Org. Unit: 21703173 VIC Dai GR Visitor Info Center Dais...

Administrator

PersAdmin: 102 Jonathan Turner
 Time: 102 Jonathan Turner
 PayrAdmin: 104 Cindy Hatak

Additional fields

Benefits Administrator: 104 Cindy Hatak

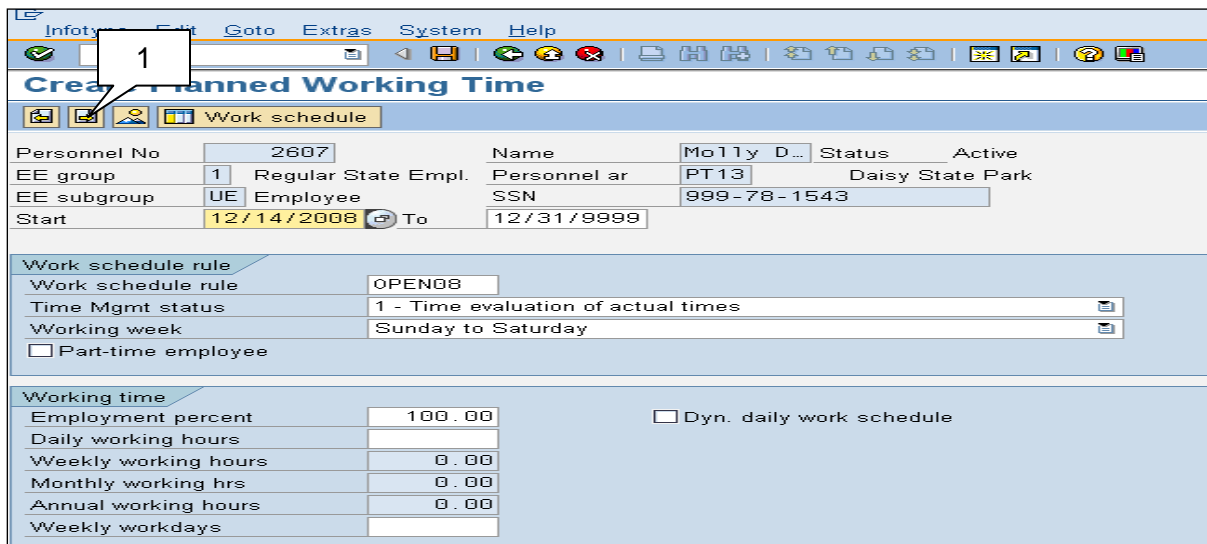
Planned Working Time (Infotype 0007)

Changing an employee's personnel subarea does affect the employee's planned worked time.



Do not change the information on this screen!

1. <Next record> .



Create Planned Working Time

Work schedule

Personnel No: 2607 Name: Molly D... Status: Active
 EE group: 1 Regular State Empl. Personnel ar: PT13 Daisy State Park
 EE subgroup: UE Employee SSN: 999-78-1543
 Start: 12/14/2008 To: 12/31/9999

Work schedule rule

Work schedule rule: OPEN08
 Time Mgmt status: 1 - Time evaluation of actual times
 Working week: Sunday to Saturday
☐ Part-time employee

Working time

Employment percent: 100.00 ☐ Dyn. daily work schedule
 Daily working hours:
 Weekly working hours: 0.00
 Monthly working hrs: 0.00
 Annual working hours: 0.00
 Weekly workdays:

Basic Pay (Infotype 0008)

Changing the employee's personnel subarea may affect the employee's Basic Pay and/or leave accruals.



Do not change the information on this screen!

1. <Next record> 

1

Copy Basic Pay

Salary amount Payments and deductions

Personnel No 2607 Name Molly D... Status Active
 EE group 1 Regular State Empl. Personnel ar PT13 Daisy State Park
 EE subgroup UE Employee SSN 999-78-1543
 Start 12/14/2008 to 12/31/9999

Subtype 0 Basic contract

Salary

Reason ☒ Capacity util. level 100.00
 PS type 01 Classified Work hours/period 80.00 Bi-weekly
 PS Area 01 State of Arkansas
 PS group 14 Level 01 Annual salary 20,953.92 USD

Wa...	Wage Type Long Text	O..	Amount	Curr...	I...	A..	Number/Unit	Unit
1000	Hourly rate		10.0740	USDN	<input checked="" type="checkbox"/>			
				USDN	<input type="checkbox"/>			
				USDN	<input type="checkbox"/>			
				USDN	<input type="checkbox"/>			
				USDN	<input type="checkbox"/>			
				USDN	<input type="checkbox"/>			

IV 04/23/2009 - 12/31/9999 10.0740 USDN Payroll Simulation